Multi Provider Schedule COVID 19 Vaccine Personalization

Impacted Users: All Clinicians

Using the Multi-Provider Schedule (MPS)

1. Log in with the correct log in department.
   - PCAM: 1561 COMMUNITY COVID 19 VACCINES PCAM 15 S
   - PPMC: 1562 COMMUNITY COVID 19 VACCINES PPMC
   - Princeton: 1559 COMMUNITY COVID 19 VACCINES PMPH
   - CCH: 1560 COMMUNITY COVID 19 VACCINES CCH
   - PAH: 938 Employee Health PAH
   - Rittenhouse: 1554 OCCUPATIONAL HEALTH RITTENHOUSE

2. Click on the MPS icon.
   - Note: The icon will be found in the top left hand corner under the Epic button.

3. Locate either the department name or your name along the top left of the schedule.
4. Click the drop down arrow.
5. Click the push pin icon.

6. The calendar will now be consistently visible on the left of your schedule.
   - Note: Having the calendar visible will make moving between days more efficient.
7. Expand the main schedule by clicking on the triangle.

8. Locate your entity specific COVID-19 Vaccine schedule.

9. Drag and drop the schedule to your personal schedule.

10. It will now appear under your name.