Paging Options During Surgeries/Procedures

perfectserve
Clinical Collaboration

PerfectServe Clinical Collaboration allows you to easily set up an autoreply and/or forward your pages to a team member. An effective way of handling pages while in the OR is by using the auto response. You can customize your auto response with a message like, "if you need to reach me, you can call me in OR 1 at 231-935-9652."

Create an Auto Response

1. Under Clinical Collaboration's main menu (upper left), click on "**Auto Response**".
2. Toggle on **Auto Response**.
3. Select **End Time**.
4. Select **Auto Response Option** from pre-populated list of responses. Or to customize the Auto Response message, click into Auto Response field, edit, and Save.
5. **X** out of screen.

Forward Pages to Team Member(s)

1. Under Clinical Collaboration's main menu (upper left), click on "**Forward Pages**".
2. Toggle on **Enable forward pages**.
3. Select **End Time**.
4. Select **Contact** from Directory.
5. **X** out of screen.

Note: Both you and the team member(s) you've selected will receive pages. To not receive an audible alert for forwarded pages, you will need to create a rule – see instructions below – and toggle off "Alert Me".

Use "My Rules" to Create **Custom** Auto Response and Forward Pages to Team Member(s)

1. Under Clinical Collaboration's main menu (upper left), click on "**My Rules**".
2. Select "**Create Rule**".
3. Assign **Name**.
4. **Schedule:** Specify day(s) and times.
5. **Message Type:** Either specify message type(s) or leave as 'any' to include all message types.
6. **Select Action(s):**
   o **Forward To:** Add additional recipient(s) to the message.
      Note: You will also receive the message to your inbox unless you deselect "Copy Me".
   o **Alert Me:** Toggle off if you don't want to be alerted.
7. Enter **Auto Response** message, if desired.
8. Click **Save**.
9. At any time, you can **Toggle** the rule to be active or inactive.