

Epic Tip Sheet



INCORRECT PHONE NUMBER – ON-CALL FINDER

This tip sheet explains how to change phone numbers in On-Call Finder either permanently or on the fly!

PERMANENT CHANGE OF PHONE NUMBER

DH Medical Staff

- Denver Health Medical staff update their numbers via Medical Staff Office (MSO). You can view your contact information in the E-priv software on the [MSO subsite](#). Use the Provider Privilege Search (ePriv) tile on the MSO page.
- To submit a modification of contact number, please email MSOCredentialing@dhha.org or call them during business hours at 2-2715.

Housestaff (DH or CUGME residents/fellows)

- Cell phone numbers must be updated with the Office of Education. Email OfficeofEducation@dhha.org to change your phone number permanently in On-Call Finder

UPDATING PHONE NUMBER ON THE FLY

If you need to update your phone number in On-Call Finder for a shift due to the following reasons:

- Phone number is wrong and it is after normal business hours
- You do not have your regular phone with you at work today and are using a loaned device
- Other reason for temporary change of number

Use the Sign In Function in Epic to update your number. *You can use the Sign in Function even if you aren't responsible for any hospitalized patients.*



- 1) Go to Patient List activity (you may need to search under Epic button for the activity)
- 2) Click Sign In



Sign In

Start: 1600 06/15/2023
 End: 0600 06/16/2023
 Contact #: 303-333-3333
 Comment:

Role: 1st Contact
 Service: Internal Medicine

8H 9H 10H 12H 13H 14H 1D

Phone Pager

Provider Teams

Add teams +

In Clinic/OR (Dismiss Sign In) 0 Patients Selected Select all X

- 1) Input your correct contact number
- 2) Choose phone or pager
- 3) If you are not covering any inpatient teams, use the In clinic/OR sign in team which will not assign you to any patients

Attending Physician



Ellen E Sarcone, MD
 07:00 Jun 29 to
 17:00 Jun 29

On-Call Finder will display your sign in number first.

Sign In Phone 303-333-3333
 Pager 720-841-8703

WHO TO CONTACT IF I CANNOT FIGURE THIS OUT

- Evening/nights/weekends – The Transfer center 2-5000 can add a note to your tile in On-Call Finder with an accurate number for your shift
- Business hours – contact your department administrator

