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
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: 720-341-8703]

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**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