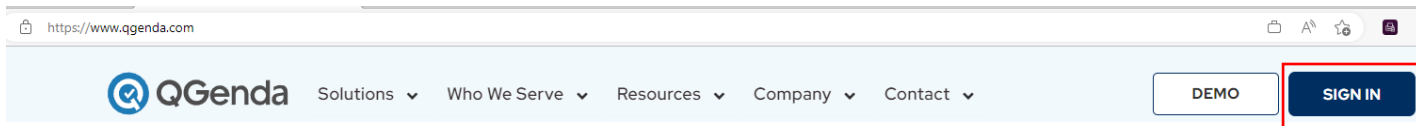




QGenda Schedule Overview - Clinicians: View and Manage Your Schedule

QGenda is Northwestern Medicine’s enterprise on-call and scheduling application that enables physicians and APPs to view on-call schedules on mobile devices or web browser. QGenda is integrated with Vocera Collaboration Suite, NM’s clinical communications application, to enable clinicians and staff to view on-call providers in both applications.

1. **Download the QGenda mobile app for [iOS](#) and [Android](#).**
2. **Create an account and log-in**
 - a. Visit [QGenda.com](https://www.qgenda.com).
 - b. Click on the “Sign In” button in the top right-hand corner.



- c. Log-in

A screenshot of the QGenda login form. It features a text input field labeled "Email" containing the address "LDICKSON@nm.org". Below the input field is a large blue button labeled "Continue". At the bottom of the form, there is a link that says "New to QGenda? [Create an Account](#)".

- **The email associated to your NM profile should populate:**
 - Click “Continue”.
 - If an email does not populate, or to change the email used, click “Create Account” in the bottom right corner and enter your information.

3. Understand the homepage

- **My Quick View:** offers an 11-day snapshot of your schedule and assigned tasks. The calendar will update schedule changes automatically.

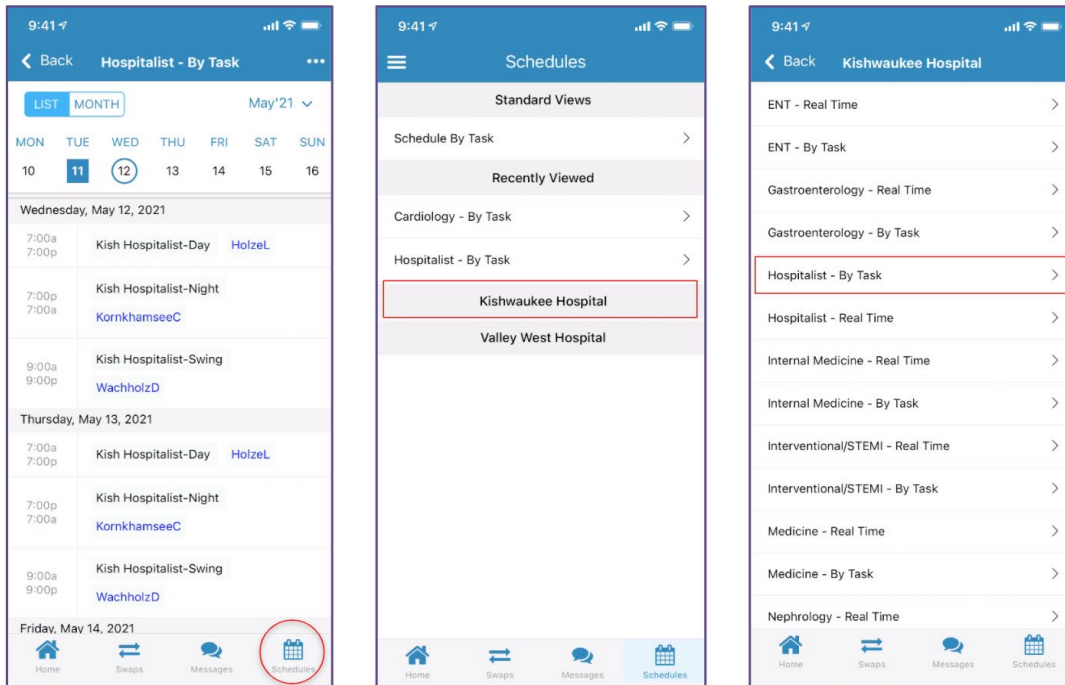
My Quick View										
Thu Jun 17	Fri Jun 18	Sat Jun 19	Sun Jun 20	Mon Jun 21	Tue Jun 22	Wed Jun 23	Thu Jun 24	Fri Jun 25	Sat Jun 26	Sun Jun 27
On Call	On Call	On Call	On Call	On Call	On Call	On Call	On Call	On Call	On Call	On Call

- **Schedule tab:** Click to view your group schedule or swap assignments with another provider.

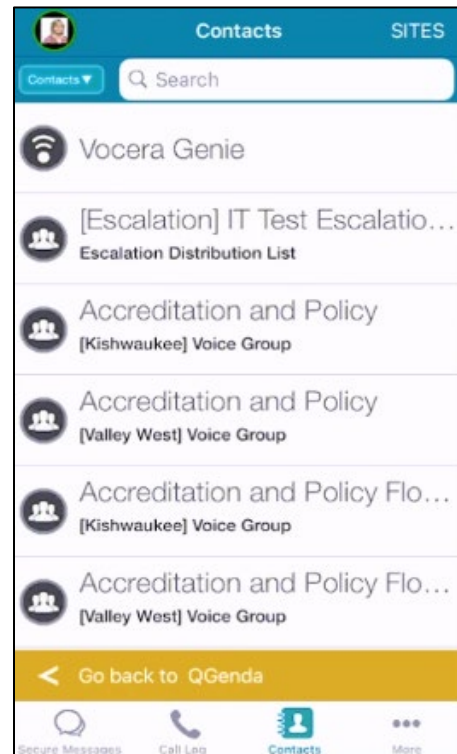
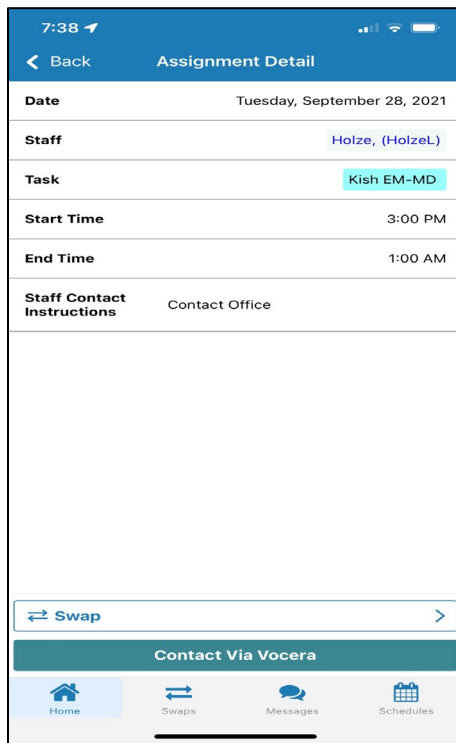
4. View Your Schedule on web or mobile:

- **Web - visit nmoncall.qgenda.com:**
 - log-in
 - Click Schedule
 - Select the start date and duration
 - Click Go

- **Mobile:** Swipe up or down on the home screen to view your schedule.
 - View group schedules and access Vocera on the Schedules tab.
 - View all schedules when you select “By Task.”
 - View who is on-call at the current time when you select “Real Time.”



- **Contact the person On Call** – via Vocera from QGenda App:
 - Find the correct on-call person covering
 - Bottom Banner - Tap “Contact Via Vocera” to compose a message or make a call.
 - Bottom Banner - Tap “Return to QGenda” button to easily switch between applications.

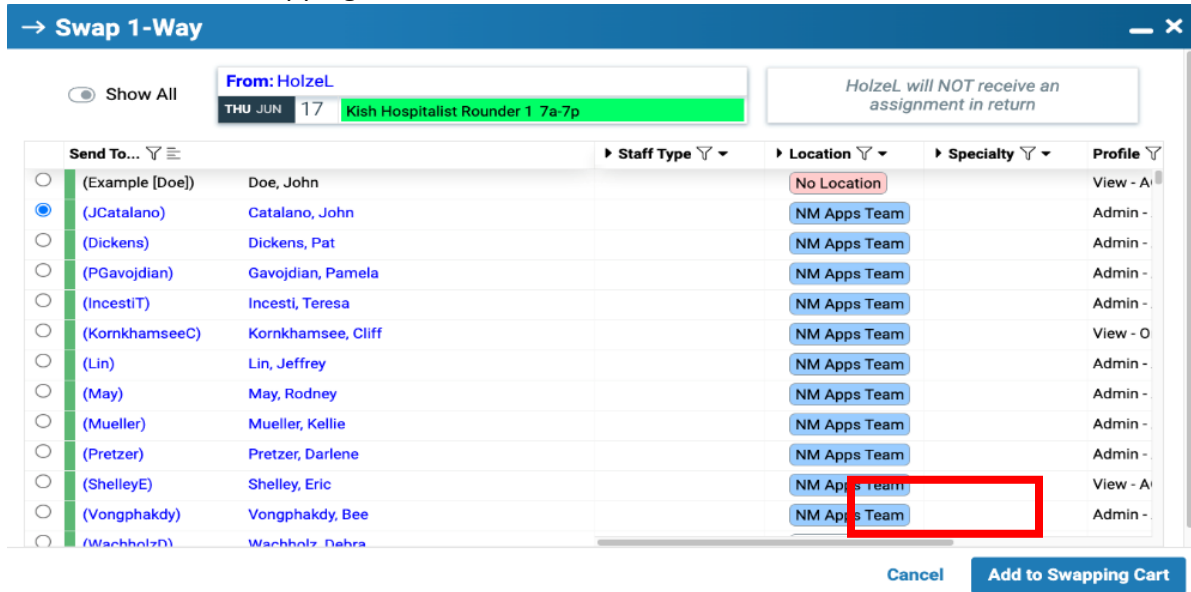
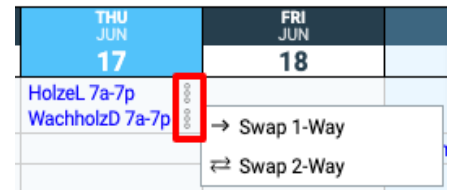


5. **Swap schedules:** The swap function enables you to easily swap schedules with another provider. Give away, pick up or trade shifts by selecting 1-Way or 2-Way swaps.
- Once a swap is submitted by the first provider, the other provider(s) involved will receive an email notification from QGenda asking them to login and approve or deny the swap. Please note, you need to login at least once to receive an email.
 - Once they approve the swap, the change will automatically appear on all versions of the on-call schedule

Which Swap Option Should I Use?

Swap Types	
Find your desired swap type below and click the blue button to view the tutorial	
<p>1-Way</p> <p>Move assignment from one person to another</p>	<p>2-Way</p> <p>Trade assignments between two people</p>
<p>1 Assignment</p> <ul style="list-style-type: none"> • Individually swap assignments • <i>Carla is working my night shift for me tonight</i> <p><small>1-Way Tutorial: Step 5</small></p>	<p>Same Day</p> <ul style="list-style-type: none"> • Trade between 2 providers on the same day • <i>Dr. Turk and Dr. Kelso are switching 4th and 6th call next Thursday</i> <p><small>2-Way Tutorial: Step 5</small></p>
<p>Multiple Assignment</p> <ul style="list-style-type: none"> • Select many shifts to trade all to another provider • <i>Switching service weeks or weekend call</i> <p><small>1-Way Tutorial: Step 9</small></p>	<p>Across Days</p> <ul style="list-style-type: none"> • Direct trade between 2 providers across days • <i>Dr. Dorian needs to swap out of his Sunday shift and needs to find someone to swap with</i> <p><small>2-Way Tutorial: Step 9</small></p>

- **Initiate a swap from QGenda.com**
 - Go to the Schedule tab and ensure you are showing a date range for the swap.
 - Click an assignment with this icon (in the red box shown here) to initiate a swap.
 - Click - Add to Swapping Cart.



- Click on the "Submit Swap" button to the top right of the Swapping Cart.

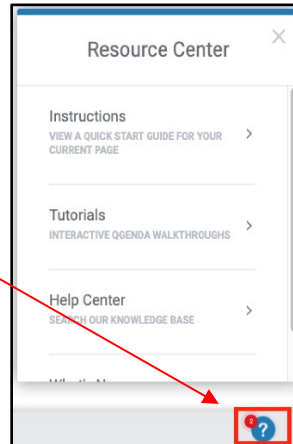


- **Initiate a swap from the QGenda mobile app**
 - Select the "Swaps" icon on bottom of the screen.
 - Tap the green "Add Swap" button.
 - Use the calendar at the top to navigate to the correct day.
 - Select the assignment you want to swap.
 - Choose the staff member who should receive the assignment.
 - Click "Submit" at the top right and the swap will be sent off for approval.

To Cancel a submitted swap:

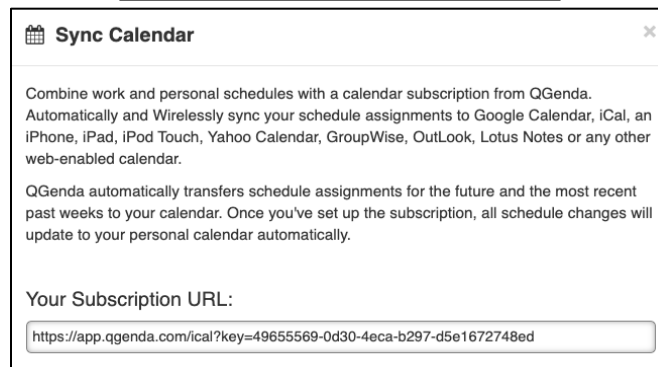
- Go to the Pending panel.
- Click on Others' Approval
- Click Cancel.

View tutorials in the QGenda Resource Center, which is located in the bottom right corner of the Schedule tab.

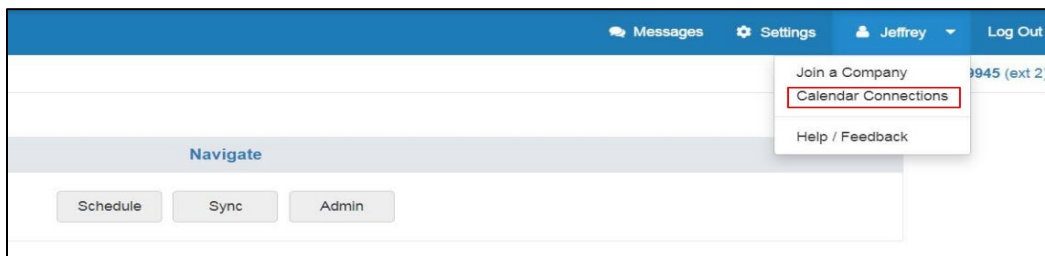


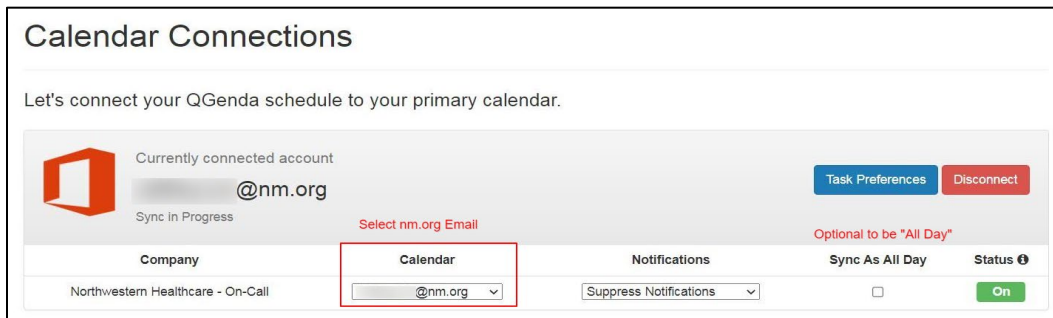
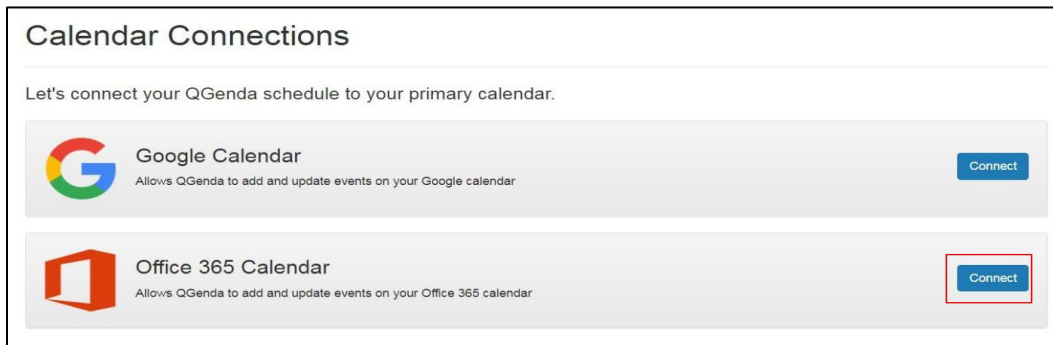
6. Calendar Sync

- **Outlook Calendar Sync [Option 1]** offers the ability to sync your QGenda calendar with your personal calendar to view your assignments. This is available for employed and independent providers. Select Sync and follow the instructions within the app.



- **Outlook Calendar Connection [Option 2]** offers the ability to sync your QGenda calendars with NM Outlook calendar if you are an NM employed provider. You will show as “busy” in Outlook when you are on-call.





7. **Submit Requests (applicable to Specialties designed with Advanced Scheduling Only)**

If the Specialty uses Advanced Scheduling, there is an option to submit requests for certain tasks, such as Time Away in QGenda.

- **Submit a request from QGenda.com**
 - Go to the -“Request”- tab in the Navigate bar.
 - Click the blue -“New Request”- button at the top of the schedule view
 - Select your name from the -“Staff”- dropdown (this may fill in automatically).
 - Select the Task that you would like to request from the -“Task”- dropdown.
 - Use the -“Requesting”- dropdown to request specific dates or a range of dates.
 - Use the calendar picker to select the date(s) for your request.
 - Depending on your group’s configuration, you may be required to enter more information, such as a note or a start and end time.
 - Select -“Details”- bottom right corner for a summary of the request and add/edit notes.
 - Click -"Submit"- bottom right corner and the request will be sent off for approval.

- **To cancel a submitted request:** go to the Pending panel at the bottom and select -“Cancel Request”- in the -“Actions”- column on the right

- **Submit a request from the QGenda mobile app**
 - Tap on the -“Requests”- tab at the bottom and select the green -“Add Request”- button.
 - Tap -“Select”- next to -“Staff”- to add your name (this may fill in automatically).
 - Tap -“Select”- next to -“Task”- to specify the task you would like to request.
 - Tap -“Select”- by -“Requesting”- to specify whether you would like to request a range of dates or specific days.
 - Depending on your group’s configuration, you may be required to enter more information, such as a note or a start and end time.
 - Tap -“Next”- at bottom to go to the next screen where you will select your request date(s).
 - Tap the green -“Submit”- button at the bottom and the request will be sent off for approval.

- **To cancel a submitted request:**
 - Go to the -“History”- section of the Requests tab
 - Tap on the request you would like to cancel
 - Tap -“Undo Request”-.

8. View on-call schedules from the QGenda On-Call Home Screen (Landing Page) for Northwestern Medicine clinicians by visiting: nmoncall.qgenda.com

- On-Call categories can be viewed by clinician type, region, hospital and specialty:
 - **ED Assigned Call:** Medical Groups scheduled for hospital emergency call
 - **RMG:** Regional Medical Group clinic call schedules
 - **Independents:** Independent practice call schedules

QGenda NM home screen: Select by Hospital or Specialty

- To view a current on-call schedule
 - Click on a blue link in Hospital column
 - Select a Specialty or On-Call type
 - Default screen displays on-call schedules **at the current time**, as shown below.

Example: Cardiology Specialty Link

QGenda Northwestern Medicine - On-Call - McHenry - Cardiology - On-Call

Display: Real Time by Task

6/12/2023 2:56 pm Refresh Show Upcoming

Back to On-Call Directory

INSTRUCTIONS
 Enter key terms under **Schedules** on left to filter schedules.
 Click on ⓘ to see schedule **Contact Instructions** and staff **Contact Instructions**.
 The ⓘ icon indicates a **Schedule Note**.
 To see multiple days of schedule change **Display to Grid: Tasks**.

Provider On Call right now

If blank, then this task is not actively on call right now – see task time

Schedules	Specialty	Facility	Providers	Start	End	Phone Numbers	Schedule Notes
MCH Cardiology EP 8a-5p	Cardiology	McHenry	Attawala, Sahil Teme, Tonye Willgohe, Lindsay	8:00a	5:00p		
MCH Cardiology EP Night Call 5p-8a	Cardiology	McHenry					
MCH Cardiology Gen Night Call 5p-8a	Cardiology	McHenry					
MCH Cardiology General Day 8a-5p	Cardiology	McHenry	Stathopoulos, Tom Leguillon, Melissa	8:00a	5:00p		
MCH Cardiology STEMI 7a-7a	Cardiology	McHenry	Zaidi, Asim	7:00a	7:00a		
MCH Cardiovascular Surgery 7a-7a	Cardiology	McHenry	Gnanashanmugam, Swaminadhan	7:00a	7:00a		
MCH PERT Alert 7a-7a	Cardiology	McHenry	Zaidi, Asim	7:00a	7:00a		

- View a schedule over time (future or past): Change the Display to **Grid: Task** or **Cal: Tasks**. Refine the search further by entering a date range:

Display: Grid: Tasks

6/1/2023 1 Months Go

Back to On-Call Directory

INSTRUCTIONS
 Enter key terms under **Schedules** on left to filter schedules.
 Click on ⓘ to see schedule **Contact Instructions** and staff **Contact Instructions**.
 The ⓘ icon indicates a **Schedule Note**.
 To see multiple days of schedule change **Display to Grid: Tasks**.

Select Date Range, tap "Go"

Hover to view the contact #

	THU JUN 1	FRI JUN 2	SAT JUN 3
Kish Cardio-ED Assigned Call 7a-7a	Stephen, Jacob 7a-7a	Stephen, Jacob 7a-7a	Stephen, Jacob 7a-7a
Kish Cardio-RMG General Call 7a-7a	Stephen, Jacob 7a-5p Patel, Jagdish 5p-7a	Patel, Jagdish 7a-7p Ahmad, Imran 7p-7a ⓘ	Ahmad, Imran 7a-7a ⓘ
Kish/VW Cardio-RMG STEMI Call 7a-7a	Stephen, Jacob 7a-7a	Berry, Christopher 7a-7p Ahmad, Imran 7p-7a ⓘ	Ahmad, Imran 7a-7a ⓘ
Kish/VW OSF Congenital Heart 7a-7a	OSF Congenital Heart Office #, 7a-7a ⓘ	OSF Congenital Heart Office #, 7a-7a ⓘ	OSF Congenital Heart Office #, 7a-7a ⓘ

- **Search by staff or schedule:**

- Return to the QGenda Home Screen/Landing Page
- In the Search box in top banner, select either Staff or Schedule

Staff: Enter a provider name to view the provider’s call schedule group, on-call tasks for that group, and specialty. Assigned Now displays who is on-call right now for a specific task.

Search Staff x ?

[Back to Northwestern Medicine On-Call Schedules](#) Staff Search Results for "hafiz"

Provider Matches	Schedules	Schedule Cont...	Assigned Now	Specialty
(Hafiz) Hafiz, Irfan	HH Infectious Disease Call		Tirumandas, Madhuri 7:00a 5:00p	Infectious Disease
	MCH Infectious Disease Call		Ahmed, Ihab 7:00a 5:00p	Infectious Disease

Schedule: Enter a specialty abbreviation or exact call schedule name (such as Kish Cardio-ED Assigned Call) to view related on-call schedules. In the example below, “cardio” was entered to pull up cardiologists.

6/12/2023 3:23 pm Refresh Show Upcoming Search Schedules cardio

[Back to On-Call Directory](#)

INSTRUCTIONS
 Enter key terms under **Schedules** on left to filter schedules.
 Click on ⓘ to see schedule **Contact Instructions** and staff **Contact Instructions**.
 The 📌 icon indicates a **Schedule Note**.
 To see multiple days of schedule change **Display** to **Grid**: **Tasks**.

MONDAY JUN 12 as of 3:23p

Schedules	Specialty	Facility	Providers	Start	End	Phone Numbers	Provider Contact Instructions
HH Cardiology EP 8a-5p	Cardiology	Huntley	Attawala, Sahil Teme, Tonye Willgohs, Lindsay	8:00a 8:00a 8:00a	5:00p 5:00p 5:00p		
HH Cardiology EP Night Call 5p-8a	Cardiology	Huntley					
HH Cardiology General Day 8a-5p	Cardiology	Huntley	Sateesha, Priya	8:00a	5:00p		
HH Cardiology General Night Call 5p-8a	Cardiology	Huntley					
HH Cardiology STEMI 7a-7a	Cardiology	Huntley	Zaidi, Asim	7:00a	7:00a		
MCH Cardiology EP 8a-5p	Cardiology	McHenry	Attawala, Sahil Teme, Tonye Willgohs, Lindsay	8:00a 8:00a 8:00a	5:00p 5:00p 5:00p		
MCH Cardiology EP Night Call 5p-8a	Cardiology	McHenry					
MCH Cardiology Gen Night Call 5p-8a	Cardiology	McHenry					
MCH Cardiology General Day 8a-5p	Cardiology	McHenry	Stathopoulos, Tom Leguillon, Melissa	8:00a 8:00a	5:00p 5:00p		
MCH Cardiology STEMI 7a-7a	Cardiology	McHenry	Zaidi, Asim	7:00a	7:00a		
WS Cardiology STEMI 7a-7a	Cardiology	Woodstock	Zaidi, Asim	7:00a	7:00a		
HH Cardiovascular Surgery 7a-7a	Cardiology	Huntley	Gnanashanmugam, Swaminadhan Holtz, Toni	7:00a 7:00a	7:00a 7:00a		
HH Cath Lab Staff 7a-7a	Cardiology	Huntley	Talesky, Kim Yoshimoto, Lindsey	7:00a 7:00a	7:00a 7:00a		
HH PERT Alert 7a-7a	Cardiology	Huntley	Zaidi, Asim	7:00a	7:00a		
Kish Cardio-ED Assigned Call 7a-7a	Cardiology	Kishwaukee	Patel, Jagdish	7:00a	7:00a		
Kish Cardio-RMG General Call 7a-7a	Cardiology	Kishwaukee	Patel, Jagdish	7:00a	7:00a		
Kish/VW Cardio-RMG STEMI Call 7a-7a	Cardiology Interventional/STEMI	Kishwaukee Valley West	Stephen, Jacob	7:00a	7:00a		
Kish/VW OSF Congenital Heart 7a-7a	Cardiology	Kishwaukee Valley West	OSF Congenital Heart Office #, ⓘ	7:00a	7:00a	Office: 815-227-5600	OSF Congenital Heart Center Office # 815-227-5600
MCH Cardiovascular Surgery 7a-7a	Cardiology	McHenry	Gnanashanmugam, Swaminadhan Burgess, Ryan	7:00a 7:00a	7:00a 7:00a		
MCH Cath Lab Staff 7a-7a	Cardiology	McHenry	Dimo, Aldi Peterson, Jamie	7:00a 7:00a	7:00a 7:00a		

ED On Call Monthly Schedule:

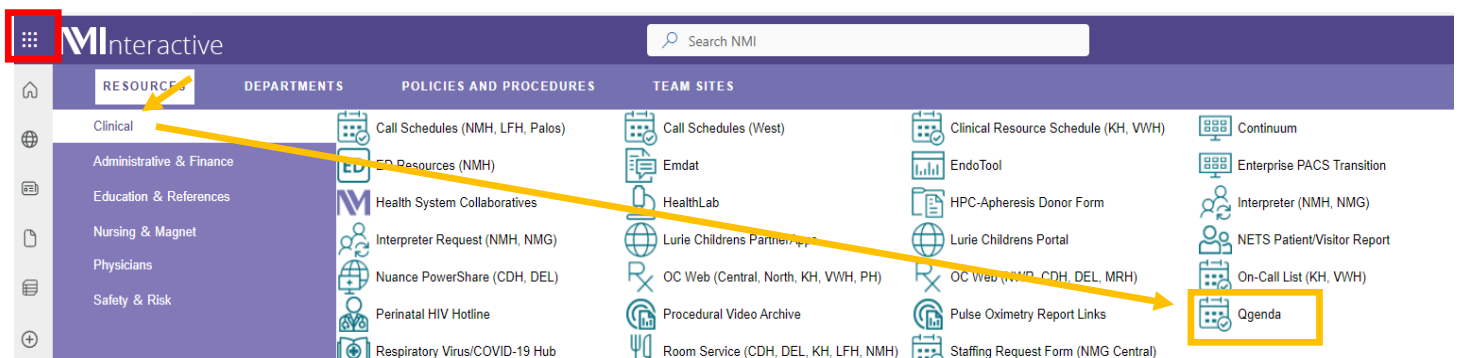
From the Landing page:

- select a Hospital from Blue links
- Select ED Assigned Call from Blue links
- under Display, select Cal: Tasks (Mon)
- under Filters, use the Tasks filter to select a Specialty.

Example below is: Kishwaukee > ED Assigned Call > Cal” Tasks (Mon) > Specialty – OBGYN
(default is the current month – change the date if looking ahead or back)

MON MAR 27	TUE MAR 28	WED MAR 29	THU MAR 30	FRI MAR 31	SAT APR 1	SUN APR 2
Kish OB/Gyn-ED Assigned Call 7a-7a Lew	Kish OB/Gyn-ED Assigned Call 7a-7a RanaS	Kish OB/Gyn-ED Assigned Call 7a-7a SuID	Kish OB/Gyn-ED Assigned Call 7a-7a WierpTn	Kish OB/Gyn-ED Assigned Call 7a-7a PineiroL	Kish OB/Gyn-ED Assigned Call 7a-7a RanaS	Kish OB/Gyn-ED Assigned Call 7a-7a PineiroL
MON APR 3	TUE APR 4	WED APR 5	THU APR 6	FRI APR 7	SAT APR 8	SUN APR 9
Kish OB/Gyn-ED Assigned Call 7a-7a WierpTn	Kish OB/Gyn-ED Assigned Call 7a-7a RanaS	Kish OB/Gyn-ED Assigned Call 7a-7a Lew	Kish OB/Gyn-ED Assigned Call 7a-7a PineiroL	Kish OB/Gyn-ED Assigned Call 7a-7a Lew	Kish OB/Gyn-ED Assigned Call 7a-7a WierpTn	Kish OB/Gyn-ED Assigned Call 7a-7a Lew
MONDAY APR 10	TUE APR 11	WED APR 12	THU APR 13	FRI APR 14	SAT APR 15	SUN APR 16
Kish OB/Gyn-ED Assigned Call 7a-7a PineiroL	Kish OB/Gyn-ED Assigned Call 7a-7a Lew	Kish OB/Gyn-ED Assigned Call 7a-7a PineiroL	Kish OB/Gyn-ED Assigned Call 7a-7a WierpTn	Kish OB/Gyn-ED Assigned Call 7a-7a PineiroL	Kish OB/Gyn-ED Assigned Call 7a-7a RanaS	Kish OB/Gyn-ED Assigned Call 7a-7a PineiroL
MON APR 17	TUE APR 18	WED APR 19	THU APR 20	FRI APR 21	SAT APR 22	SUN APR 23
Kish OB/Gyn-ED Assigned Call 7a-7a SuID	Kish OB/Gyn-ED Assigned Call 7a-7a RanaS	Kish OB/Gyn-ED Assigned Call 7a-7a SuID	Kish OB/Gyn-ED Assigned Call 7a-7a WierpTn	Kish OB/Gyn-ED Assigned Call 7a-7a SuID	Kish OB/Gyn-ED Assigned Call 7a-7a WierpTn	Kish OB/Gyn-ED Assigned Call 7a-7a SuID
MON APR 24	TUE APR 25	WED APR 26	THU APR 27	FRI APR 28	SAT APR 29	SUN APR 30
Kish OB/Gyn-ED Assigned Call 7a-7a RanaS	Kish OB/Gyn-ED Assigned Call 7a-7a SuID	Kish OB/Gyn-ED Assigned Call 7a-7a WierpTn	Kish OB/Gyn-ED Assigned Call 7a-7a SuID	Kish OB/Gyn-ED Assigned Call 7a-7a RanaS	Kish OB/Gyn-ED Assigned Call 7a-7a Lew	Kish OB/Gyn-ED Assigned Call 7a-7a RanaS

- Find the **QGenda Landing page on NM Interactive** to view On Call schedules from these access points:
 - NMI home > **Resources** > **Clinical** > QGenda
 - NMI App Launcher (waffle menu) > search QGenda to have the app display



9. Operational Reminder:

- Changes to On Call schedules are updated instantly in QGenda and synched real time to Vocera.
 - Check schedules directly from QGenda
 - View On Call provider from Vocera contact list
 - Schedules should not be printed and distributed for reference or posting.