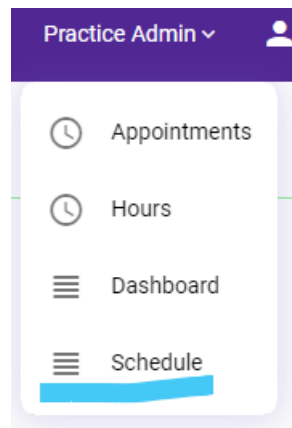# How to enter your practice's On Call Schedule

How to enter your practice's On Call Schedule

- Please follow the instructions below to successfully enter your practice's on-call schedule on the Anytime Telecare portal.
- To access this feature, you will need an Anytime Telecare account.
  - Please email support@anytimtelecare.com if you need to set up an account.

How to access the schedule feature on the Anytime Telecare portal

1. Log into your Anytime Telecare account.
2. Select the Practice Admin tab at the top of your screen
3. Select Schedule

How to enter your on-call schedule

1. Double click the date on the calendar
2. Fill out the information from the pop screen to indicate which provider is on call and their hours. Click save when all the information is entered.
   1. Example for a clinician covering from 5pm – 8am is below:

1. If you would like to set a weekly or monthly schedule, please feel free to use the repeat feature.
   1. If you select WEEKLY you must click on the days of the week to assign them. Ex below:

1. Once you click save, you will be taken back to the calendar and the changes you made will be reflected.

How to Edit or change the on-call clinician

1. Double click on the date you need to change
2. Make the necessary changes on the pop-up screen, and click save.

How to DELETE an entry

1. If you need to DELETE a recent entry, hover over the clinician's name on the calendar and click the X that will appear.

Please contact support@anytimetelecare.com if you need help with your schedule or if you have any questions.