

# Call Stipend Call Tracking System

## **Login at <https://www.med.dal.ca>**

If you do not have a DalMedix username and password, please fill out the request for a new Dalmedix user account, found in the upper right corner of [www.med.dal.ca](https://www.med.dal.ca). Alternatively if you had a Dalmedix account in past, contact MedIT at [dalmedix@dal.ca](mailto:dalmedix@dal.ca), or (902)494-1234 to reactivate your account. If you have forgotten your password, simply click on the “Forget Your Net ID or Net ID Password” link on the login screen and follow the instructions.

## **Navigate to the Application for Entering your Call**

Go to the sky blue menu bar at the top of the page and click on Applications to get a vertical list of all applications that you have been assigned rights to.

Click on the link for, “**Call Schedule Tracker**”.

## **Viewing the Calendar**

Scroll to the bottom of the page to view the calendar. The call calendar displays three months at a time. You can navigate to months in the future or in the past by clicking on the buttons provided above the calendar.

The calendar clearly displays the status of call shifts entered.

**Black font:** No call entered

**Red font:** Call submitted but not yet finalized. Action required when you see red!

**Green font:** Call submitted and finalized

## **Specify the dates for the call you want to Add/Edit**

Scroll to the calendar at bottom of the page and click on the first call that you will be working or have already worked.

## **Default Program and Default Hospital**

The defaults you choose will populate all dates that do not already have a call recorded.

Choose the Default Program and Default Hospital. Click on the drop down menu to select the Program and Hospital. Select the main program/service for which you will be doing call that month and the main hospital location where you will be doing the call. If you will be working more than one program/service or hospital location in the same month, select the main one. There will be an opportunity to change either or both at any time.

Click on Continue.

## **Enter your Call**

To add / edit call, first read the directions and then scroll down to the calendar. You can add / edit call by clicking on a date within the calendar. Your pre-selected choices for Program and Hospital will be the default for every date that had no call entered.

Select each individual date that you were on call for and, if necessary, you can change the Program/Service and Hospital. For each date choose the type of call:

- At-Home
- At-Home Upgrade (You must fill in the notes section to explain why it was upgraded.)
- Evening (a scheduled evening clinic)
- In House
- Night Shift
- W/E (weekend shift)
- (Leave blank to indicate that you did not have a call on a particular date)

## **Click on Save All Changes to record your call.**

If there is more information required a message will pop up on the screen with instructions. Follow the instructions, if necessary. If the call submitted is entered correctly it will bring you to the Schedule Successfully Saved screen. There are three options to choose from at the bottom of the page.

**Finalize Page:** If all of your information has been submitted correctly, click on the Finalize Page button.

**Add / Edit Calls:** If you want to continue to edit your call submissions, click on the Add / Edit Calls button. Clicking on this button brings you back to the calendar to add or edit your call submission. Follow the instructions for entering your call.

**Back to Call Schedule Tracker Home:** If you want to go back to the home page without finalizing your call click on Back to Call Schedule Tracker Home. If you choose to finalize your call at a later date, there is a Finalize Calls button on the main window when you arrive at the application.

## **Finalize your Call**

When you click on the Finalize Page button it will bring you to a page where you can view the call you have submitted. The call shifts have been clearly marked as finalized or not finalized. You will be able to finalize call shifts in the current month up to and including today. However you will not be able to finalize any future call. It is strongly recommended that you only finalize the month **after** you have completed all the call shifts that you are scheduled to work in the month. The finalize process is done to ensure that you have reviewed your call - in case there were any changes to your planned schedule.

When you are ready to finalize your call for the month, click on the Finalize the Calls You've Worked button.

### **Finalize Confirmation**

Once you click on the Finalize the Calls You've Worked in the current month button it will bring you to the Finalize Confirmation page. This is the last opportunity to review the call shifts submitted to ensure that it has been entered in the system correctly. When you are sure that the call submitted is both correct and complete, click on the Confirm button. You will only be able to finalize call up to and including today. The call shifts listed on the next screen will be clearly marked as finalized or unfinalized. Any future call shifts will remain unfinalized and will require finalization at a later date. Finalizing call early will prevent the automated reminder email message from being sent to you on the 9<sup>th</sup> of the month. If you finalized your schedule early and you still have some unfinalized call, remember to finalize the remainder of the call before the month closes.

### **Expect Automatic Reminders if you fail to Finalize**

Automated email reminder messages will be sent on the 3<sup>rd</sup> and 9<sup>th</sup> of the month. All residents will receive the first email reminder on the 3<sup>rd</sup> of the month. Only residents who have not submitted and / or finalized call for the month will receive the second reminder on the 9<sup>th</sup> of the month.

### **Confirmation Email**

Once your call schedule has been finalized you will receive a confirmation email. Please keep this confirmation email as proof that you have finalized your call shifts.

### **Errors / Changes to Call after Finalizing the Period**

If you find an error in your call after you finalize, you can still edit your call submission until the 10<sup>th</sup> of the month when the period is closed by Medical Education Services. Follow the instructions for entering your call and add or edit call as necessary.

### **Expect to be Paid Quarterly**

Call stipends will be paid on a quarterly basis on your regular NSH pay.

### **Log Out**

Scroll to the top of the page to log out of DalMedix.