



CERNER FLASH

Thursday January 2nd, 2020

CERNER PROVIDER/RESOURCE SCHEDULE CHANGE REQUEST FORM REVISION

As of January 1st 2020, there is a new revision to the Cerner Provider/Resource Schedule Change Request Form that should now be used when requesting changes to Providers or Resources schedules.

There are two changes to the new form:

1. There is a line to indicate when the new schedule should start.
2. The area where the current and purposed schedule has been modified to include a field for start and finish times of the schedule as well as when/if a lunch block should be applied.

| Cerner Provider / Resource Scheduling Change Requests | | | |
|---|-----------|----------------|-----------------------|
| All questions must be completed and signed off by Regional Director prior to submitting to service desk | | | |
| What is the name of the Provider / Resource to be changed? | | | |
| Clinic Location(s): | | | |
| Date the new schedule to begin: | | | |
| Current Schedule: | | Start/Finish | Lunch |
| | Sunday | | |
| | Monday | ex: 8am - 5 pm | ex: 12pm - 1pm |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| Proposed Schedule: | | Start/Finish | Lunch |
| | Sunday | | |
| | Monday | ex: 7am - 4 pm | ex: 11:30pm - 12:30pm |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| Saturday | | | |

1
There is now a line to indicate the date you would like the new schedule to start.

2
The lines for the current and purposed schedule are also modified to indicate when a lunch block should be applied to the new schedule.

If you submit a scheduling change after January 2nd 2020 with the old form you will be asked to fill out the new form before any changes are completed in Cerner.