

I developed this document for residents on ambulatory rotations so that they can use cLink to review whether an assigned clinic has been cancelled or not.

Here is the way to look up an individual provider's schedule.

Step One: Click on the “Provider Calendar” button on the top bar of cLink (may need to expand if you are using a narrow screen by clicking on the two arrows- see second screenshot below).



Step two: Enter the last name of the provider you are searching for (e.g. Sara Levin). Don't worry about changing the “Department” Field



Step three: Hit Enter and choose any of the options from the list that pops up- just make sure you are on the correct person (i.e. not some other Levin who works for the county). Again, it doesn't matter what the listing says after the name: as long it is the right person it will go to the same place.

Select Provider

Department: RMCHIM FAMILY PRACTICE [10400000]

Provider: 1 levin

Accept Cancel

Provider/Resource Selection

2

Provider	Prov ID
LEVIN, SARA K in RMCHIM	9725
LEVIN, SARA K in CHCHIM	9725
LEVIN, SARA K in PHCHIM	9725
LEVIN, SARA K in PHCRENAL	9725
LEVIN, SARA K in MHCCARD	9725
LEVIN, SARA K in MHCRENAL	9725
LEVIN, SARA K in NRCHIM	9725
LEVIN, SARA K in AHCHIM	9725
LEVIN, SARA K in BPCHIM	9725
LEVIN, SARA K in BHCINTMD	9725
LEVIN, SARA K in BHCHIM	9725
LEVIN, SARA K in WCHCRENAL	9725

Accept Cancel

Step four: Click Accept and calendar will pop up. In this example, on 7/16/13 Dr. Levin has “WCHCRENAL” from 2-5P with 5 appointments.

Note: You can click on the Date (“Jul 16”) to pull up a roster

Provider Calendar: LEVIN, SARA K							
Prev	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jun 30, 2013	Jul 1, 2013	Jul 2	Jul 3	Jul 4	Jul 5	Jul 6
No Template	No Template	WCHCRENAL 1:00p - 2:00p (U) Other 2:00p - 5:00p 5 appointment(s)	No Template	WCHCHIM Day Off - Holiday WCHCINTMED 1:00p - 4:45p WCHCRENAL Day Off - Holiday CHCHIM Day Off - Holiday PHCHIM Day Off - Holiday MHCCARD Day Off - Holiday	No Template	No Template	No Template
	Jul 7	Jul 8	Jul 9	Jul 10	Jul 11	Jul 12	Jul 13
No Template	No Template	WCHCHIM 1:00a - 2:00a WCHCINTMED 1:00p - 2:00p (U) Other 2:00p - 5:00p 3 appointment(s)	No Template	No Template	No Template	No Template	No Template
	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19	Jul 20
No Template	No Template	WCHCRENAL 1:00p - 2:00p (U) Other 2:00p - 5:00p 5 appointment(s)	No Template	WCHCHIM 1:00a - 2:00a WCHCINTMED 1:00p - 1:45p (U) Meeting 1:45p - 4:45p 5 appointment(s)	No Template	No Template	No Template
	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26	Jul 27
No Template	No Template	WCHCHIM 1:00a - 2:00a WCHCINTMED 1:00p - 2:00p (U) Other 2:00p - 5:00p 2 appointment(s)	No Template	No Template	No Template	No Template	No Template
	Jul 28	Jul 29	Jul 30	Jul 31	Aug 1	Aug 2	Aug 3