How do I get Anesthesiologists and their Office Staff set up for the first time?

Initial set-up
Anesthesiologists and Group Office Staff

For initial set-up of Anesthesiologists and Group Office Schedulers, complete the following prior to the training session with your Casetabs implementation manager:

1

Obtain Email Addresses

Obtain email addresses from all Anesthesiologists and Group Schedulers

2

Complete Spreadsheet

Complete the spreadsheet provided by Casetabs and return to your implementation manager

3

Send Out Casetabs Introduction

Send out appropriate Casetabs introduction email (see next page) with corresponding quick start guide attached.

Email Template for Inviting Anesthesiology Groups & Providers

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* Note: For the following email template,
fill any *[bolded]* text with appropriate information.

From: Facility Administrator or Scheduling Lead
To: Anesthesia Group Schedulers
Subject: PLEASE READ: [XYZ Surgery Center] introducing Casetabs for Better Case Schedule Communication/Coordination

Dear [XYZ Surgery Center] Anesthesiologists and Schedulers,

[Surgery Center XYZ] will begin using a new app called Casetabs (www.casetabs.com) to communicate around our surgical case schedule. Instead of receiving day-of schedules by fax, you will be granted access to a web- and mobile-based app that provides you with a real-time view of all your surgical case schedules that are booked at our facility.

Before getting started, please set up your Casetabs account with these easy steps:
– Check your email for an invitation from Casetabs to activate your account.
– Click on the secure link provided in the email to create a password and set up your profile.
– Check out Casetab's Quick Start and video guides.

What can Casetabs do for you?
– Streamline communication for all changes and updates made to case schedules
– Provide HIPPA-secure portal for sharing documents electronically, instead of faxing. This means no more lost or illegible documents!

If you have questions about Casetabs, their Help Desk is a great resource, or you can contact them at support@casetabs.com.

[Your name]
[XYZ Surgery Center]