

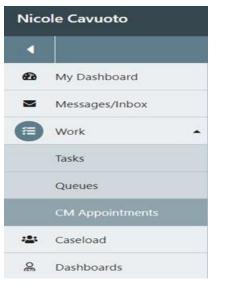
Setting Calendar Availability in MedCompass

Why is it important?

As a provider you will be asked to join meetings concerning the member and the plan of care. As a result, you will need to set your availability.

How to set your availability:

When in your main dashboard, navigate to CM Appointments (on the left under your name, under the work tab)



Select set availability:



You will be navigated to your availability schedule. To set your availability select the blue pencil icon for each given day. **Click (+) Add**. Set your available time and click **Save**.



l	Availability Schedule			+ Back to CM Appointments
ł	Monday	Tuesday	Wednesday	Thursday
	Monday	Tuesday	Wednesday	Thursday
l	No availability Set	No availability Set	No availability Set	No availability Set
l				
	Friday	Saturday Saturday	Sunday	
	No availability Set	No availability Set	No availability Set	