

Blue Fish Pediatrics

Memo

To: OMS and Covering Doctors
From: Management
Date: 1/27/2022
Re: Covering Doctor Calendar

As a covering doctor for Blue Fish Pediatrics, you will receive calendar invites for available work days. It is your job to go through the calendar invites, claim work days that align with your schedule, and email the respective office manager to notify them of the days you would like to work. Below you will see a sample of what goes on the calendar that you will have access to.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|--|-------------------|--|--|-------------------|-----|
| 1 | 2 H - Heights | 3 H - Heights | 4 H - Heights | 5 | 6 H - Heights | 7 |
| 8 | 9 | 10 H - Heights | 11 H - Heights | 12 H - Heights | 13 H - Heights | 14 |
| 15 | 16 H - Heights M - Katy (3 doc days) | 17 H - Heights | 18 M - Katy (3 doc days)(McCorvey Maternity) H - Heights | 19 | 20 H - Heights | 21 |
| 22 | 23 | 24 H - Heights | 25 H - Heights M - Katy (3 doc days) | 26 H - Katy (2 doc days)(McCorvey) H - Heights | 27 H - Heights | 28 |

Calendar Entry Categories

1. H: high priority – followed by location, - please consider that this is BF’s highest need, and you will get the most guaranteed visits at these locations
2. M: medium priority – followed by location, - Still a reasonable need and a reasonable amount of visits will be expected
3. (H/M): location (Maternity leave) – this will be claimed by one doctor for the whole maternity, and the other covering doctor will take the next maternity leave. *While one doctor will be the principle doctor for each maternity leave, the other doctor can help on days not claimed by the principle doctor.

Example: Dr. Murthy covers Dr. Malek, then Dr. Huh gets the first choice of covering Dr. McCorvey-Lofton’s maternity.

Office Managers:

1. OM can go into the calendar and change the calendar entry with name and the office they are working at.
2. The office manager will transfer all of the information to the appropriate office calendar, so that all staff and doctors can see who is working.
3. Any days that are not claimed by covering docs will be brought to the management meeting two weeks in advance

Office Manager Location and Email:

Heights: Denny Yu : denny@bluefishmd.com

Memorial: J.R. Armstrong: james@bluefishmd.com

Cypress & Woodlands: Sam Kim: sam.kim@bluefishmd.com

Katy & Sienna: Long Ngo: long.ngo@bluefishmd.com

Fairfield & Sugar Land: Sam Oh: sam.oh@bluefishmd.com