GE Healthcare

Centricity™ Staffing and Scheduling Features and Functionality

Centricity Staffing and Scheduling by API Healthcare enables organizations to create core schedules and manage complex staffing needs.

Key benefits

Core Solution
- Automate Scheduling Policies and Regulatory Compliance – the system can be configured to automate a myriad of complex rules and regulations, including union contract requirements, regulatory mandates and organization-specific policies.
- Communication – messages can be sent between employees as well as supervisors for one-on-one communication within the system. Announcements to all employees, usually through Payroll or HR, can also be sent.
- Security – the system offers highly flexible field-level security options so administrators can define who has access to different screens and information.

Core Scheduling Features
- Shift Designations – Charge, Preceptor, Orientation, Sick, Vacation, etc. can be marked and easily identified within the schedule views.
- Track or Pattern Scheduling – managers or schedulers can easily build schedules from scratch or load a “track” or repeating schedule from a baseline. The track schedules can be simply added into each schedule so that managers are dealing only with exceptions.
- Self-scheduling – managers may choose to use self-scheduling; allowing staff to request particular days and times prior to final schedule creation. Managers can choose to mass-approve all self-scheduled shifts or approve (or deny) them one-by-one.
- Census Adjusted Targets (Staffing to Demand) – census can be entered manually or fed from the ADT system, and based on your staffing grids the targets displayed will adjust accordingly.
- PRN /Per Diem Commitment Tracking – PRN/Per Diem Staff are able to view their work commitment status.

Interfaces – Centricity Staffing and Scheduling integrates with GE Healthcare’s suite of workforce management solutions, including Centricity Time and Attendance, and Centricity Human Resources and Payroll. We also employ an open interfacing strategy and utilize the latest technology to exchange data with 3rd party systems.

Mobile App – Centricity Staffing and Scheduling features a mobile app for enhanced efficiency and portability.

Reporting – numerous standard reports provide a complete view of schedule, licensure and education data at the individual, department and facility level. For a complete list of reports see the Report Catalog.

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Employee Features

- **Personal and Unit Schedule** – employees can view their individual calendars, including shifts, on-call and non-duty time. Staff can also view the calendar for the entire unit with real-time data updates.
- **Availability and Schedule Preferences** – staff can indicate scheduling preferences, add personal events to their calendar, request non-duty shifts, as well as indicate additional dates/times when they are available for a last minute call-in.
- **View and Request Open Shifts** – employees can view ALL open shifts for which they are qualified and which do not conflict with already scheduled shifts or policies.
- **Trade or Offer Shifts** – employees can submit requests to swap shifts with other staff members. These requests are sent to the employee to accept or deny the trade. Shift trades can also be set to require supervisor approval before being finalized.
- **License Tracking and Alerts** – employees can track their licensure, along with expiration dates. The employee will receive automatic alerts when expiration dates are approaching.

Manager and Supervisor Features

- **Open Shift Management** – for last minute needs, the system builds a smart list of staff who are qualified, not already working, and not over safety limits. The list is then ordered according to expressed interest/availability and cost. Awarding an open shift will automatically update staff schedules in real-time.
- **License Tracking and Alerts** – managers receive automatic alerts when employee license expiration dates are approaching. Scheduling rules will prevent the scheduling of employees with expired licenses.

Optional Modules

- **Education Tracking** - tracks and facilitates employee education provided by the organization. Ability to reserve classroom space, set up curriculums and which types of employees are required to complete specific curriculums, as well as automate and manage enrollment.
- **HL7 Interface** – HL7 automatically feeds patient census data from an EMR or ADT System to enable the calculation of census-adjusted staffing targets.
- **Mobile Device Communication** – when there is a last minute staffing need, managers can select one or multiple qualified employees to be contacted sequentially, via an interactive phone call, text or email. Employees can accept/deny the shift from their phone.
- **Open Shift Incentives** – shift “bidding” and incentives can be used to promote employee engagement and willingness to address unmet staffing needs.

Request a Demo

To learn how Centricity Staffing and Scheduling can help your organization turn workforce data into better outcomes, please contact us at (262) 670-2828.