



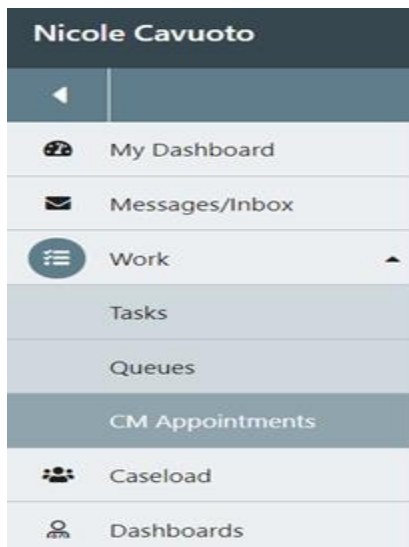
Setting Calendar Availability in MedCompass

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.**

Availability Schedule

[← Back to CM Appointments](#)

Monday

Monday

No availability Set

Tuesday

Tuesday

No availability Set

Wednesday

Wednesday

No availability Set

Thursday

Thursday

No availability Set

Friday

Friday

No availability Set

Saturday

Saturday

No availability Set

Sunday

Sunday

No availability Set