Attachment I

CWS/CMS Assignment Page
Assigning a PHN as a Secondary Assignment

Steps to assign a Public Health Nurse as a Secondary Assignment:

1. Click the "+" button in the Assignment Grid.
2. Change the Option button from "Primary" to "Secondary" in the Responsibility box.
3. Select "Public Health Nurse" from the Role Type drop down menu in the Details box.
4. Select "Office of the Medical Director" from the CWS Office drop down menu in the CWS Staff box.
5. Select "Nurse Supervisor Unit Name" from the Unit drop down menu.
6. Select "Nurse File Number" from the Caseload dropdown menu.
7. Click on "File" then "Save to Database" to update and save your work.

Steps to End Date a PHN Secondary Assignment:

1. Click on and highlight the Secondary line in the Assignment box grid. (end dating Public Health Nurse Secondary Assignment in this example).
2. Click on the "End Date" dropdown menu. A calendar will open. Select and click the date you wish to end the Secondary Assignment.
3. Click on "File" and then "Save to Database"