CALL ASSIGNMENT TOOL — QUICK INSTRUCTIONS

PURPOSE
This tool assigns nightly admissions automatically based on starting census, daily team rotation, and capacity rules. It caps every team at 5 admissions per night and triggers a "CALL CHIEF" alert when a team reaches maximum census.

HOW TO USE
1. **Enter Today's Census**
   o Go to the Starting Census row.
   o Enter the current census for L, M, Post, Pre, and S.
   o This is the only area you edit.
2. **Review Assigned Teams**
   o The Assigned Team column updates automatically.
   o It displays the call type (L, M, S, Post, Pre) and the assigned team number.
3. **Watch Admissions Update Automatically**
   o As the Admission # increases (0, 1, 2, 3...), the census table updates in real time.
   o Assignments change based on the algorithm.
4. **Admission Limits**
   o All teams are capped at 5 admissions per night.
   o Once a team reaches 5 admissions, it will not be assigned additional patients.
5. **Maximum Capacity Alert**
   o If census reaches:
     ▪ 17 for L call
     ▪ 15 for M, Post, Pre, or S
   o The census table will display "MAXIMUM"
   o The Assigned Team column will show "CALL CHIEF"
   o This indicates mandatory escalation.
6. **Automatic Daily Rotation**
   o Which team is L, M, S, Post, and Pre changes based on the date.
   o It updates automatically each day.
   o No manual changes are required.
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IMPORTANT NOTES
- Do not edit formulas in Column D or in the census grid.
- Only change the Starting Census row.
- If every team reaches MAXIMUM, all new admissions will display "CALL CHIEF."
- The system resets automatically based on the date.
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WHEN TO ESCALATE
Escalate immediately if:
- The Assigned Team field reads "CALL CHIEF," or
- All teams are at MAXIMUM and a new admission arrives.

SUPPORT
If something appears incorrect:
- Verify census input,
- Refresh the sheet,
- Contact the chief if alerts persist.