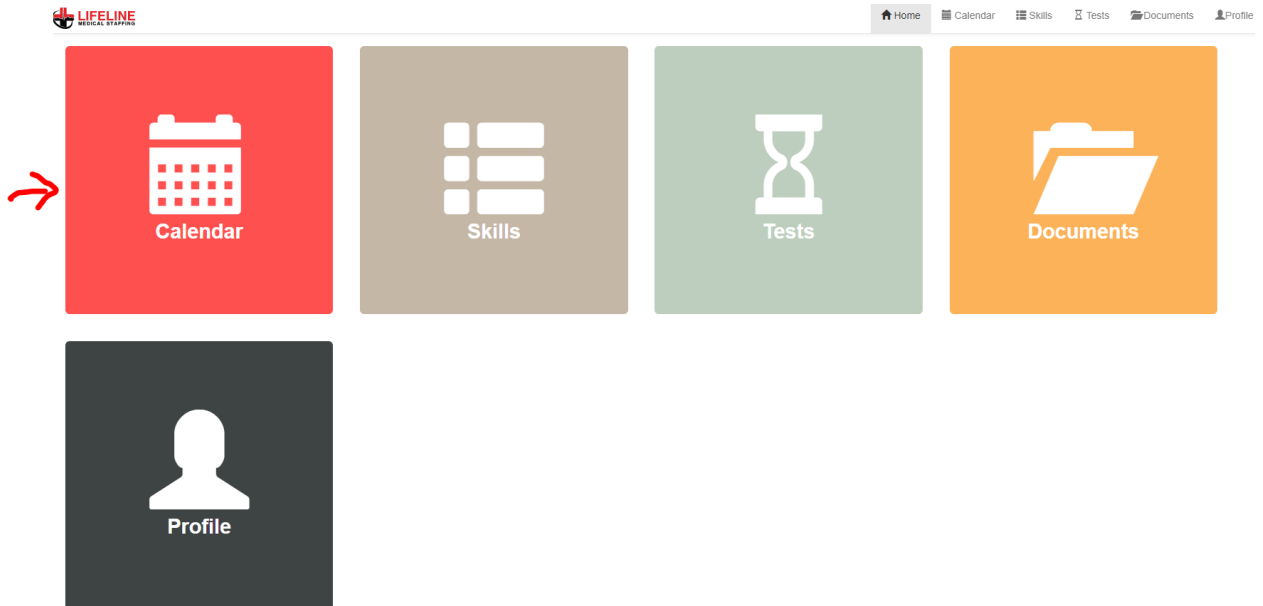


Requesting a PRN / Per Diem Shift Workforce Portal (WFP)

- Log in to your Workforce Portal (WFP) account
 - <https://ctms.contingenttalentmanagement.com/LifelineMedicalStaffing/workforceportal/login.cfm>
 - Ask the Lifeline team if you need help with credentials and password
- Click on the Calendar Icon:



- Open Orders should appear on your calendar in gold
 - Note depending on your specialties, work preferences (location, distance, shift preferences, etc.) certain shifts will appear. Review how to adjust your preferences by going here, or adjust your filters by click the filter funnel >>>
<http://lifelinemedstaffing.com/wp-content/uploads/2022/06/entering-availability-in-your-schedule-for-prn-shifts.pdf>

The screenshot shows a calendar view for July 2022. The calendar is organized by days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (1-30). Open orders are represented by gold bars with the text 'Open' and a number indicating the number of open orders. A filter funnel icon is visible in the top right corner.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Open	27	28 1 Open	29 1 Open	30 1 Open	1 2 Open	2 2 Open
3 Open	4 2 Open	5 2 Open	6	7 1 Open	8 2 Open	9 2 Open
10 Open	11 1 Open	12 1 Open	13	14 1 Open	15	16 3 Open
17	18 1 Open	19 3 Open	20 2 Open	21 3 Open	22 1 Open	23 1 Open
24 2 Open	25 3 Open	26 2 Open	27 4 Open	28 1 Open	29	30 2 Open

- Click on the gold bar to review detail on the open shifts
 - Shift time, facility, location, and specialty will be shown
 - Click the Notes link to review any specific one-off pay details
 - As many shifts as are available will show on that date
 - If you believe you do not have access to see all open shifts please call the Lifeline team

Tue Jul 19 2022 ✕

Open 3

Facility Name OR Select distance

Shift ID 169

12 6:00P-6:00A

Facility
Jordan Valley Medical Center West Valley Campus

Certification
RN

~36 miles

Location
West Valley City, UT, 84120

Specialty
Emergency Room

Request Shift

Shift ID 297

12 7:00A-7:00P

Facility
Ogden Regional Medical Center

Certification
RN

~3 miles

Location
Ogden, UT, 84405

Specialty
ICU

Request Shift

Shift ID 172

12 1:00P-1:00A


Facility

~36 miles

Location

Request Shift

- Click Request Shift on the Shift of interest and you will be prompted to confirm and send request (click send request)



✕ Close

< Back

✓ Send Request

- The Lifeline team will receive your request, confirm the shift, and notify you
- If you prefer to call, email, or text over requests you are welcome to do so – the team can confirm and schedule shifts in multiple ways
- Check back in regularly as new shifts become available all the time