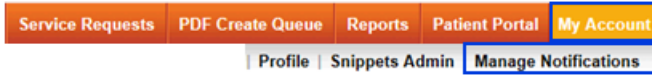


Manage Notifications Preferences

Manage Physician Notifications

1. Select **My Account** from the navigation menu and then **Manage Notifications**.



2. Select your **Notification Alert** preferences for email (optional – only complete if email alerts are desired).

a. Use email and mobile information from the user profile

- The **Email Address** field auto populates with the email address currently on file within the system.
- Note: when the email address is updated or changed in this option, the email address is updated in the system.

b. Use alternate email and mobile information

- Provides the ability to enter an alternate contact information other than what is currently on file within the system.

User Notification Information

- Use email and mobile information from my user profile
- Use alternate email and mobile information

3. Select your **Notification Alert** preferences for **mobile** (optional - only complete if text alerts are desired).
4. Select your **Mobile Carrier**.

Mobile Carrier:

Mobile Phone Number:

Re-enter Mobile Phone Number:

5. Enter your **Mobile Phone Number** and then **Re-enter Mobile Phone Number** to confirm.
6. If an alternate email and mobile option is selected, enter an **Email Address** and then **Re-enter Email Address** to confirm.

User Notification Information

- Use email and mobile information from my user profile
- Use alternate email and mobile information

Email Address:

Re-enter Email Address:

7. Select **Save** to lock in entries.

Physician Notification Options

1. Select the **check box** of the desired delivery option for each notification type.
 - * Email— an email is sent to the email address listed in the **User Notification** section.
 - * SMS — an SMS, or text message, is sent to the mobile phone number listed in the **User Notification** section.
 - * Both Email and SMS check boxes can be selected for the same notification type if desired.

Physician Notification Options

	Email	SMS
Admission Notification:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discharge Notification:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Room Notification:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Results Notification:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Select **Save** to continue.