Physician Notification Admin

This guide is intended for Practice Administrator users.

Physician Notification Admin

1. Select **Practice Mgt** from the navigation menu and then **Physician Notification Admin**.

Practice Mgt	Secure Messaging	Results	Patient Archive	Global Search	My Account

Patient MRN Overlay   Physician Notification Admin   Distribution Lists

2. Select the dropdown arrow in the **Select Practice** field and select from the options available.

Select a Practice: Select a practice...

3. Select the dropdown arrow in the **Select a User** field and select from the users displayed.

Select a User: Ford, Harlen [hford]

4. The physicians are displayed in the **Available Physicians** section.

Available Physicians   ☐ Show All Available Physicians

NPI	Identifier	Name	# Linked Users
7324475272	3025	Strand, Hans	0
1597531237	658747	Thorne, Louise	0

5. To display additional physicians, select **Show All Available Physicians** box.

Available Physicians   ☑ Show All Available Physicians

6. To complete a quick search, enter an **NPI, Identifier** or **Name** and hit **Enter** to search for a specific user.

NPI	Identifier	Name	# Linked Users
7324475272	3025	Strand, Hans	0
1597531237	658747	Thorne, Louise	0

7. Select the **Physician** and then select the **arrow button** to add the selected physician to the selected user's profile.

Select a Practice: Select a User: Allred, Rachel [rallred]

Available Physicians   ☑ Show All Available Physicians

NPI	Identifier	Name	# Linked Users
0521547824	66001	Allred, Rachel	
0625985478	2001	Thorne, Louise	
1231231239	90009	Strand, Hans	

8. The selected physician is displayed in the **Physicians Linked to User** section. *Only one physician can be linked to a user.

Physicians Linked To User

NPI	Identifier	Name	# Linked Users
0521547824	66001	Allred, Rachel	1

User Notification Information

1. Select the **User Notification** preferences.
   a. U**se email and mobile information from the user profile**
      - The **Email Address** field auto populates with the email address currently on file.

b. Use alternate email and mobile information
   - Provides the ability to enter alternate contact information other than what is currently on file.

User Notification Information
◉ Use email and mobile information from the user profile
○ Use alternate email and mobile information

Email Address:	
Re-enter Email Address:	
Mobile Carrier:	Select a carrier...
Mobile Phone Number:	
Re-enter Mobile Phone Number:	

2. Enter an **Email Address** and then **Re-enter Email Address** to confirm.
3. Select the **Mobile Carrier**.
4. Enter the **Mobile Phone Number** and then **Re-enter Mobile Phone Number** to confirm.
5. Select **Save**.

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:	☑	☐
Discharge Notification:	☑	☐
Emergency Room Notification:	☐	☑
Results Notification:	☐	☑

2. Select **Save** to continue.

Have questions or need help? Select the **Contact Us link** or call **MobileMD Help Desk** (877) 210-3491

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