

Quick Reference Guide

Version 4.3.2

Practice Administrators

Physician Notification Admin

This guide is intended for Practice Administrator users.

Physician Notification Admin

Select Practice Mgt from the navigation menu and then Phy-1. sician Notification Admin.

Mgt	Secure Messaging	Results	Patient Archive	Global Search	My Account
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to User section. *Only one physician can be linked to a user. 2. Select Save to continue. **Physicians Linked To User**

NPI	Identifier	Name	# Linked Users
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User Notification Information

- Select the User Notification preferences. 1.
 - a. Use 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

0	Use alternate	email an	d mobile	information
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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

- Select the **check box** of the desired delivery option for each 1. 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

