

# **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.

Practice Mgt		cure aging	Results	Patient Archive	Global Search	My Account
	Patient I	MRN Overl	ay Physic	ian Notification	Admin Distri	bution Lists
				the Select	Practice f	ield and
select fro	om the	option	s availa	ble.		
Select a Pr	actice:	Select	a practice.		•	
Select the dropdown arrow in the <b>Select a User</b> field and select from the users displayed.						
Select a L	Jser:	Ford, H	larlen [hfc	ord]	•	
The nhvs	sicians	are disi	olaved i	n the <b>Avail</b> a	able Physi	cians
section.						
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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
0521547824	66001	Allred, Rachel	1

## **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 a	and 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

