CARE CONNECT
ROPER ST. FRANCIS
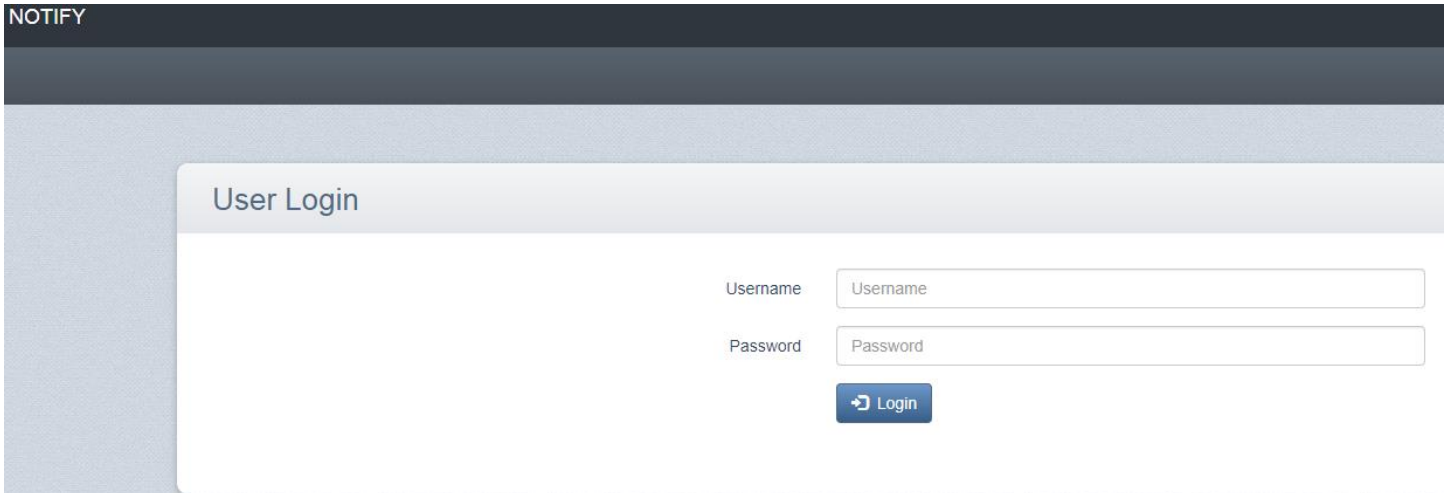
Medicity

Notify Training Manual

10/2018

Contact Us

- For assistance with Care Connect modules, please contact the Roper St. Francis Care Connect team by phone at (843)724-2400, or send an e-mail to RSFCareConnect@rsfh.com
- Be sure to include your full name, a phone number where you can be reached directly, your practice and physical location, and a complete description of your issue.

Overview of the system

Logging in & out

1. To login to Notify, open your preferred web browser and insert the URL link
   https://notify.medicity.com/notify.

NOTIFY

User Login

Username	Username
Password	Password

🔶 Login

2. On first login, you will be presented with the End User License Agreement (EULA). Review the agreement and choose to Read, Print, Accept, or Decline. If you decide to Decline, you will not be logged into Notify.
3. To log out of Notify, select your profile username in the top right and choose Log Out. You may also close the web page tab or window to be automatically logged out.

❓ Help   thurch ▾

👤 User Settings

↪ Log Out
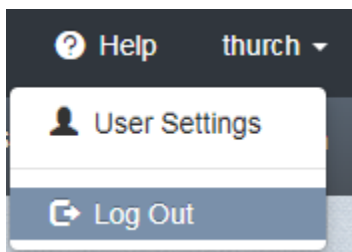
User Settings including Change Password option

This section contains your profile options of name, phone number, email, direct address email, and notification organizations you are linked to. You may also change your password here or set it to be changed upon next login.

**NOTE: If you do not remember your password, please email RSFCareConnect@rsfh.com to have your password reset.

1. To update your profile information, select the appropriate field in white and select Save. For any field that is in gray, please email RSFCareConnect@rsfh.com support to edit.
2. To change your password, select the Change Password hyperlink and enter the appropriate information. You will need to know your current password to make this change.

USER PROFILE

Edit User - MRtest

Properties Specific information about this user

Created
Oct 10, 2018 2:24:55 PM

Name *

| prefix | Mike | middle name | Test | suffix |

Username *

MRtest

Password

change password...   **View End User License Agreement**

Change password on next login

☐

Phone

1234567890 or 123-456-7890 or (123) 456-7890

Email

michael.reichert@rsfh.com

Direct email

example@address.com

☐ Attach Formatted Event Data

Time Zone

Eastern Standard Time   ▼

Event Organizations *

	Name	Description	Hierarchy ▾	Provider Id
✔	Roper St. Francis Healthcare	Roper St. Francis Healthcare		1457373318 ×
✔	Roper Hospital Berkeley	Roper Hospital Berkeley	Roper St. Francis Healthcare	
✔	Roper St. Francis Mount Pleasant Hospita	Roper St. Francis Mount Pleasant Hospita	Roper St. Francis Healthcare	
✔	Bon Secours St. Francis Hospital	Bon Secours St. Francis Hospital	Roper St. Francis Healthcare	
✔	Roper Hospital	Roper Hospital	Roper St. Francis Healthcare	

Subscriber Organizations *

▾	Name	Description	Administrator
✔	Test Subscriber	Test Subscriber to load Patient Registries	
✔	Test Clinic		

Permissions Group *

Default Subscriber Permissions Group ▾

Active

☑

API Enabled

☐

* = required fields

Save   Cancel

User Notifications

This feature provides access to the notifications you've received as a result of incoming messages matching the criteria associated with your Subscriptions.

Once logged in, you will be presented with the My Notifications home screen.

1. The red number displayed next to My Notifications indicates the number of unread Notifications present in your list. From this list, you can view the event details and audit log associated with a notification.
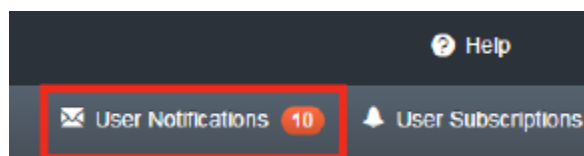
2. Select the notification you want to view by double clicking on the line item. The notification event data will display.

3. Choose the Acknowledge button to send an acknowledgement message indicating the notification was received by you, the Subscriber. The date and time of the acknowledgement will display below once selected.
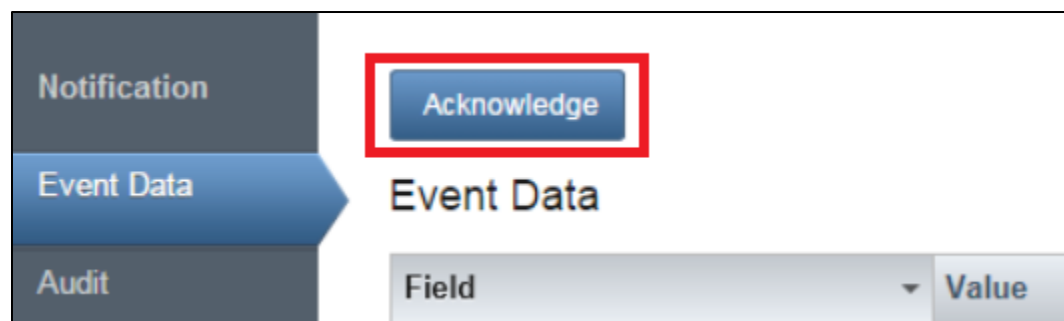
User Subscriptions

A subscription defines where the notification information is coming from, what values from the notification to look for, and where to deliver the notification. The subscription can identify if the owner would want to receive a notification for admit, discharge, or death if they are listed on the patient's record as the PCP, Admitting, Attending, Referring, or Consulting provider.

Notification Delivery Options include:

1. Email

2. SMS Text message

3. Direct secure email
4. An alert in provider's EMR – this option requires technical integration with the EMR vendor and is dependent on EMR functionality.

You may choose to have as many notification events, provider associations, and notification delivery options as are appropriate for your workflow.

From the home screen, you may select My Subscriptions to view the subscriptions you have access to.

For edits to your subscription or to request additional subscriptions for other providers, please email RSFCareConnect@rsfh.com for setup.