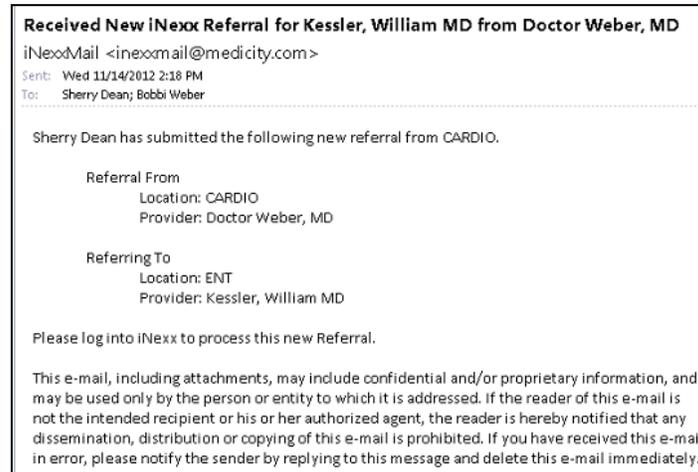


This feature provides functionality for GLHC to send a HIPAA compliant email notification to specified email addresses to let the person know that a referral has been received.

## Key items include:

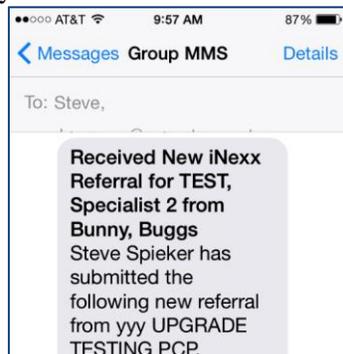
- Multiple e-mail recipients may be configured (The message may be sent to multiple recipients).
- The notification is a standard, non-editable message that is preformatted to include basic information about the referral. (see picture) **PHI is not included in the message.**



- Notifications are only received on new referrals IF the notification is turned on.
- Only one notification is sent per new referral.
- Notifications are not sent for “changes” to a referral (including a new message).
- Notifications can be turned on and off. In other words, you can turn off notifications while you are at your computer and turn them on for after hour workflow (for on-call positions, etc.).
- This also allows offices who do not receive daily referrals to be notified, rather than having to check the application on a daily basis.

## Configuring Referral Email Notifications for Smart Phones

Note that you can also add an email associated with your smart phone. This is very valuable for Hospice, Home Health, On-call, Physicians, etc. who would like to be notified of referrals through their Smart Phone while off-site. This type of option is helpful if the User is also able to access the Command Center through a VPN connection while away from the office.

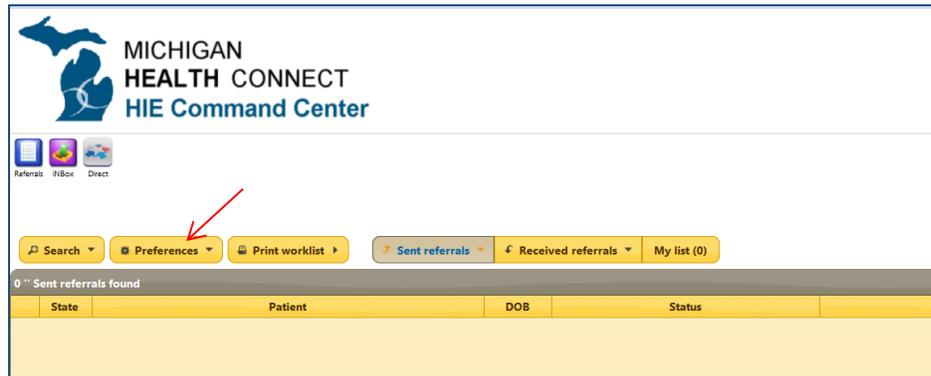


**Hint:** To find your Smart Phone “address” send a **text message** to your work or personal email. The received text will include your Smart Phone’s address.

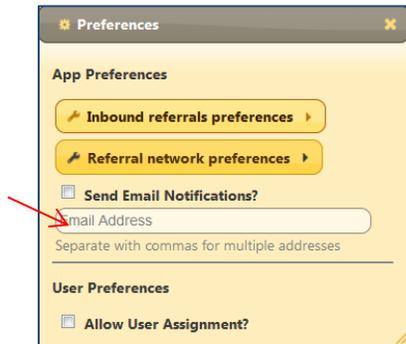
## Configuring Referral Email (or Smart Phone text) Notifications

Notifications are configured at **the practice level** and can be configured by **any user** in the practice.

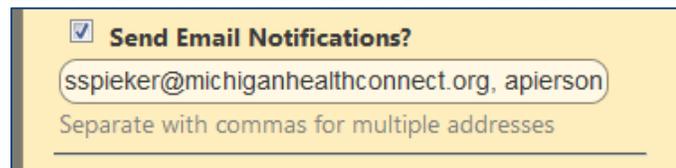
1. Log into MHC and access the Referrals application.
2. Select the Preferences button.



3. Place a check in the “Send Email Notifications?” checkbox.



4. Type the email or Smart Phone addresses that should receive notification of new referrals.



5. Close the **Preferences** window by selecting the “x” in the upper right-hand window.

**Note:**

- Multiple email addresses can be entered; however, **they must be separated with a comma.**
- If you uncheck the email notification, it will include ALL e-mail addresses. The only way to remove ONE notification is to remove the email and re-add it when you want to receive emails again.
- Email addresses can be removed by simply re-opening Preferences and removing the email.