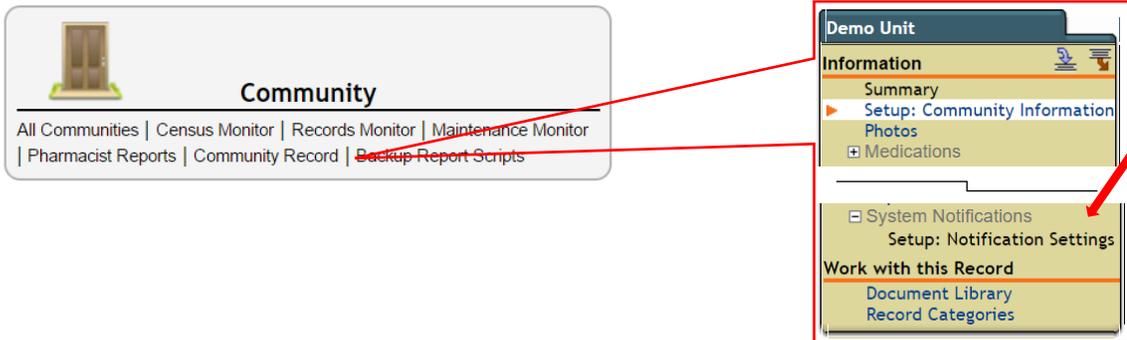


Notification/Alert System

Setup Notification/Alert to display what notification/alerts you either want or do not want BlueStep to generate.

Step 1. Select the link, “Community Record”, within the “Community” module. Then select the link, “Setup: Notification Settings”.



Step 2. Setup the community notifications. If your organization has multiple communities, then each community will need to setup their notification settings as seen below.

Setup: Notification Settings

*** Required**

Notification Edit Level *What level you want the staff to edit what notifications they get* * Unlocked

ALERT NOTIFICATIONS

Alert Notifications Status On Off

Alert Send Method * Group Individualized

Allowed Alert Notifications

<input checked="" type="checkbox"/> Complaint	<input checked="" type="checkbox"/> Monthly Nursing Assessment	<input checked="" type="checkbox"/> PRN Effectiveness
<input checked="" type="checkbox"/> Incident Report	<input checked="" type="checkbox"/> New Discharge/Transfer	<input checked="" type="checkbox"/> Q2 Check Reminder
<input checked="" type="checkbox"/> Maintenance Request	<input checked="" type="checkbox"/> New Doctor's Orders	<input checked="" type="checkbox"/> Quarterly Nursing Assessment
<input checked="" type="checkbox"/> Medication Count Off	<input checked="" type="checkbox"/> New Inquiry	<input checked="" type="checkbox"/> Service Plan Due
<input checked="" type="checkbox"/> Medication Refused	<input checked="" type="checkbox"/> New Medication	

EMAIL NOTIFICATIONS

Email Notifications Status On Off

Allowed Email Notifications

<input checked="" type="checkbox"/> Complaint	<input checked="" type="checkbox"/> Monthly Nursing Assessment	<input checked="" type="checkbox"/> New Medication
<input checked="" type="checkbox"/> Incident Report	<input checked="" type="checkbox"/> New Discharge/Transfer	<input checked="" type="checkbox"/> Quarterly Nursing Assessment
<input type="checkbox"/> Maintenance Request	<input checked="" type="checkbox"/> New Doctor's Order	<input checked="" type="checkbox"/> Service Plan Due
<input checked="" type="checkbox"/> Medication Count Off	<input checked="" type="checkbox"/> New Inquiry	

TEXT NOTIFICATIONS

Text Notifications Status On Off

Allowed Text Notifications

<input checked="" type="checkbox"/> Complaint	<input checked="" type="checkbox"/> Monthly Nursing Assessment	<input checked="" type="checkbox"/> New Medication
<input checked="" type="checkbox"/> Incident Report	<input checked="" type="checkbox"/> New Discharge/Transfer	<input checked="" type="checkbox"/> Quarterly Nursing Assessment
<input type="checkbox"/> Maintenance Request	<input checked="" type="checkbox"/> New Doctor's Order	<input checked="" type="checkbox"/> Service Plan Due
<input checked="" type="checkbox"/> Medication Count Off	<input checked="" type="checkbox"/> New Inquiry	

*** Required**

Unlocked (Selected)

Fully Locked

Can Only Add

Unlocked

Fully Locked: Staff can't change any of their notifications.

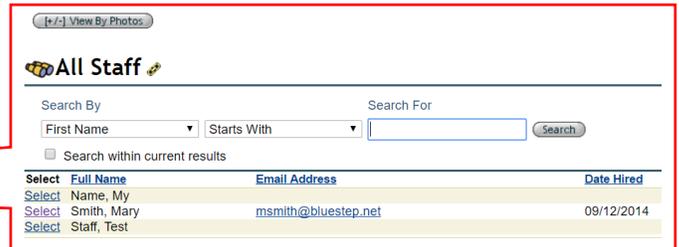
Can Only Add: Staff can only add notifications but can't remove any of their notifications.

Unlocked: Staff can add and/or remove any of their notifications.

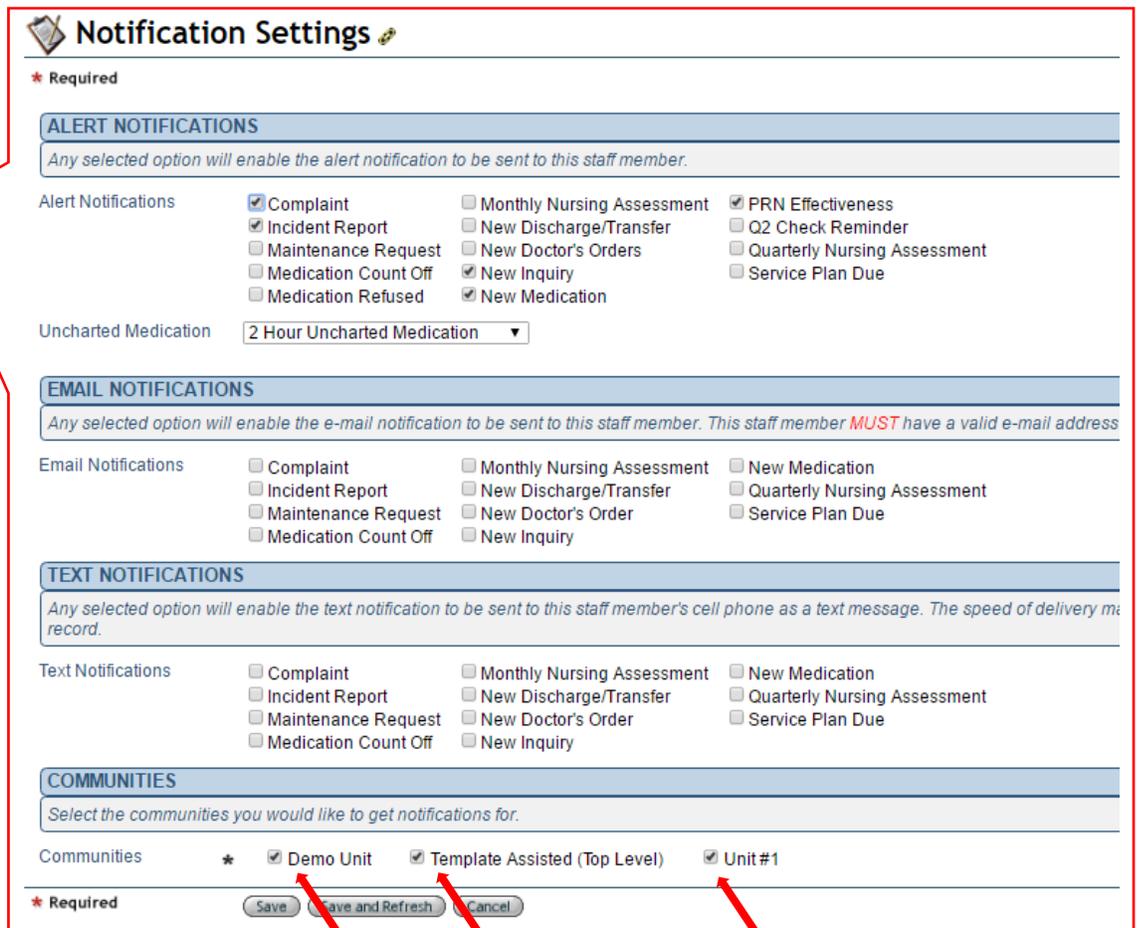
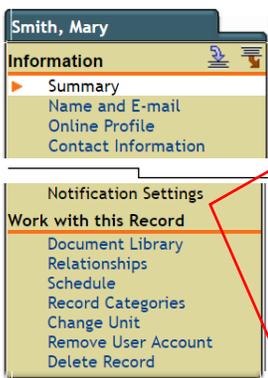
Check each alert, email or text notification you would like your staff to have the option of being notified about.

Note: Checking these boxes will not automatically start alerting your staff. This will only give the staff the option to select the notification. Notifications need to be set-up on a staff by staff basis.

Step 3. Setup the staff's notification by selecting a staff's record. This will need to be completed for each staff record needing notifications.



Step 4. Select the link, "Notification Settings". **Note:** The notification/alerts are no longer located on the "Employment Info" form.



If the staff record is located on a top level unit (an umbrella unit that oversees more than one sub-unit), you can select which sub-units you would like notification/alerts for.

Note: If you have more than one staff record, for the purpose of getting notifications from multiple sub-units, then these additional records can be discharged, as they are no longer needed since notifications are now triggered from one record located at the top level.

Step 5. Setup a staff's email and/or cellphone number to get "Email Notifications" and/or "Text Notifications".

Select a staff record and select the link "Name and E-mail" to enter their email, or "Contact Information" to enter their cellphone number and their cell phone carrier.

Smith, Mary

Information

- Summary
- Name and E-mail**
- Online Profile
- Contact Information

Name and E-mail

Update your personal information.

*** Required**

First Name *

Preferred First Name

Middle Name

Last Name *

Name Suffix

Email

Smith, Mary

Information

- Summary
- Name and E-mail
- Online Profile**
- Contact Information

Contact Information

Contact information about the individual

HOME INFORMATION

Please fill out information for your primary residence.

Address

City

State

Zip code

Phone

Cell Phone

Cell Phone Carrier

Fax

Please contact Client Care for any questions.

801-336-3043

clientcare@vorrohealth.com