How to Set up Notification Preferences in the eHR Viewer

- Log in to the eHR Viewer
- Navigate to the *Notifications* section on left hand side of the screen and select *Notification Preferences*

- Using the *Provider Notification Preferences Questionnaire*:
  - Select whether you would like to send notifications to your EMR Task List by using the drop down menu *or* select eHR Viewer Task List
  - Select the notification types you wish to receive and specify whether you'd like to receive them for your Patient List and/or when you're listed as the Provider
  - Click the *Save* button
- Select the *View History* button for confirmation of when you last saved your preferences

Please note:

- You only receive notifications when you have saved your notification preferences
- You may only select one EMR to route notifications to your EMR task list
- If you don't have an EMR, your only option for notifications would be the *eHR Viewer Task List*
- You can change any items on the *Provider Notification Preferences Questionnaire* at any time
  - You may also opt-out at any time
- You must click the *Save* button for your selections to take effect (may take up to a day)