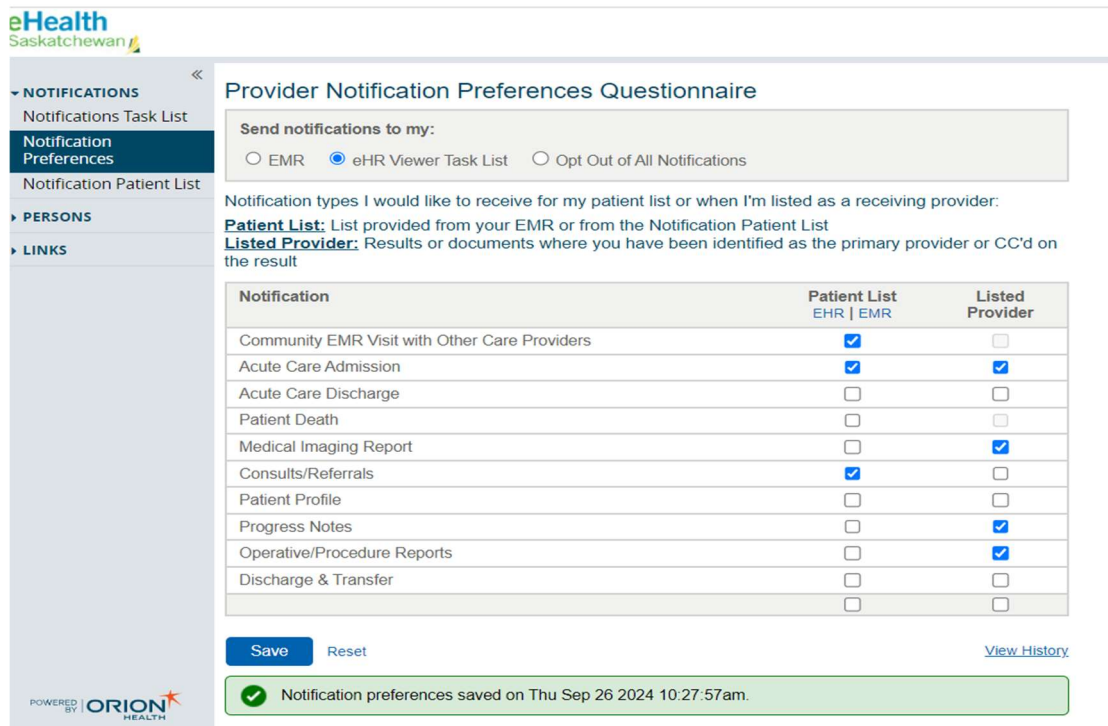# How to Set up Notification Preferences in the eHR Viewer

- 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*:

  o 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

  o 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

  o 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

    o 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)