## 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

NOTIFICATIONS Notification Task List Notification Preferences Notification Patient List	Provider Notification Preferences Questionnaire   Send notifications to my task list in:   O EMR Task List • eHR Viewer Task List • Opt Out of All Notifications   Notification types I would like to receive for my patient list or when I'm listed as the provider: Patient List: List provided from your EMR or eHR Viewer Patient Notification List   Listed Provider: You have been listed in the result as having a relationship with the patient		
PERSONS Person Search Recent Persons			
Worklist 1 Worklist 2	Notification	Patient List EHR   EMR	Listed Provider
Worklist 3	Community EMR Visit with Other Care Provider	2	
Worklist 4	Acute Care Admissions	2	2
Worklist 5	Acute Care Discharges		2
Worklists	Patient Death		
LINKS	Medical Imaging Reports		2
MESSAGING	Consults and Referral	2	
	Patient Profile		
	Progress Notes		2
	Operative and Procedure Report		<b>V</b>
	Discharge and Transfer		
	Seve Reset		View History
	Notification preferences last updated Wed Jan 02 2019 10:15:0	09am.	

- 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)