5 Simple Steps to Start

Mediprocity is the simple secure solution for secure messaging, forms and file sharing between healthcare professionals.   Here's how to quickly and easily implement Mediprocity:

1. **Designate a Mediprocity Administrator**

   - This person will be responsible for inviting people to register accounts and helping new users understand how to use Mediprocity. They will have access to, manage and oversee user accounts.
   - Ideally, this is a person of authority who is motivated to use Mediprocity, will use Mediprocity and understands the pharmacy's operations.
   - This person MUST have a Mediprocity account to be designated as Administrator.
   - As for skills, they simply need to know how to type and text message. If they have a smart phone and know how to download a mobile app that would be helpful though not required.

2. **Determine # of Users, How They'll Access Mediprocity and Invite Them to Join**
   - Determine users. This includes usually includes a handful of individual accounts as well as "shared" accounts (if you are using shared accounts).
   - Determine how users will access Mediprocity meaning via mobile App, via browser or both. If via browser, please ensure they can access https://mediprocity.com
   - *All users must have a valid email address.*
   - We'll supply you with the appropriate # of access codes and the Administrator will invite them to join by entering an email address. Users receive an invitation and you wait for them to accept and register.

3. **Users Register Accounts**, **Download App and Establish Connections**
   - Users enter one short screen of information to join Mediprocity from the App. Account profiles can be personalized with photos or company logos and users can choose how they want to be notified of Mediprocity messages (email or via App).
   - Once accounts are registered, "Connections" must be established prior to messaging others. Simply type the name of an existing Mediprocity user and request a "Connection".   Once they "Accept", secure messaging can begin!
   - Users can download the free App if using on mobile devices to Request or Accept Connections, adjust their Profile and handle all messaging.

4. **Train users**
   - Set up your 1-hour of free training for you and your team with your Mediprocity client services rep.

5. **Start messaging with Mediprocity!** Beyond basic texting you can also send:
   - **Attachments**: Up to 5 attachments per message can be included via https://mediprocity.com (Word documents, Excel, PowerPoint, Mp3)
   - **Photos/Images**: From the App, use Mediprocity camera as a scanner/camera to capture images and attach to any message. Mediprocity transfers images securely, does not store them on the mobile device and may reduce your dependence on fax machines. Note: Mediprocity is NOT meant for e-prescribing but rather for clarification on orders and prescriptions.
   - **Add Community Partners**: Spread the word! Purchase codes for your organization and/or use with prescribers (100% free for all prescribers!) to improve workflow.