



MEDIPROCITY PRE-REGISTRATION

What do I need to do first?

- Billing Information <Full Name, Email, Address, Phone Number>
Submit this information to: info@mediprocity.com
- Signed BAA, click here:
<https://secureform.mediprocity.com/forms/13854/4219/R7Bx/form.html>
- Valid email address for all users accounts
- Set up your super admin account on <https://mediprocity.com>
- Schedule your (1) hour free training

5 Helpful Hints!

#1 Submit the name of your organization, the total number of users and identify your super admin for your organization.

If you plan to have shared accounts, have those names ready as well to share with Mediprocity's verification team. Examples include:

- First Name: ABC
Pharmacy Last Name:
Billing

OR

- First Name: ABC
Nursing Last Name:
100 Wing



How do I register?

#2

1 Register a new account from <https://mediprocity.com>

Regular User / Non-prescriber
Prescriber – MD, DO, NP, PA

2 Download App to a mobile device (iOS or Android)

3 You will need to have an Apple ID to download the App or Google Play Store account

4 Install App / Enter App Credentials

5 Computer/Browser – Open any browser and log in

6 Personalize your profile

Photo or logo is highly recommended
Set Notifications if using from non-mobile device

#3

MEDIPROCITY TRAINING LINKS

FAQ - There are (2) sections for messaging and forms on the website.
They are located at the bottom of the main website under: "Support"

VIDEOS - There are video tutorials of the platform located under "Support" on the website.
You may also reach out to Mediprocity support and ask to be sent a recorded training session of all of the Mediprocity technology: support@mediprocity.com

<https://mediprocity.com>





#4

TRAINING CHECKLIST

All users should familiarize themselves with how to log onto and message in Mediprocity. If you have *any* questions below please contact Mediprocity for a quick demo/walk through.

1. **LOGGING ON** via browser at <https://mediprocity.com> and/or via App

2. MESSAGING

- Select “Messaging” on App or via browser select **Compose** a new message.
- Review layout: Subject, Recipients/Details, Message, Send Message Button
- Time / Date Stamps: noted on all messages via app or browser
- Add/delete Users: anyone can add recipients to a message but only the initiator of the message can delete recipients.
- Archive/Unarchive: messages can/should be archived. No deletion is possible.
- Camera feature *via app*: click on camera icon next to message box
- *Via browser only*:
 - Read Receipt: dots next to name indicate **RED** = messages not read, **ORANGE** = partial message read, **GREEN** = entire message read. Hover over a recipient name to determine when they last read a message.
 - Searching: click on magnifying glass 
 - Adding attachments: click on paperclip next to message box 

3. CONNECTIONS

- Connections **MUST** be established **BEFORE** secure messaging can begin
- Request Connections with other users via “Connections” on App or browser
- Accept Connections via “Activity” on app or via “Connections” on browser

4. PROFILE

- Personalize your profile by adding your picture or company logo!

5. APP USERS


- Home screen options: Connections, Activity, Messaging, Profile, Settings
- New message alert –red badge for iPhone, Mediprocity icon on screen for Android



#5

Misc. Info and Reminders

- Users **MUST HAVE CONNECTIONS** to message via Mediprocity ... just like Facebook or LinkedIn.

- Mediprocity **Browser**:
 - Questions? - Click on  for tips/hints (upper far right of screen)

 - Browser will log off user after a period of inactivity to comply with HIPAA requirements. User will need to re-enter their credentials to re-enter Mediprocity. Generally, user ID and password can be saved using the “Remember Me” option so only the Encryption Key needs to be entered.

- Mediprocity **App** does not log off user. You can install the TOUCH ID for added security.

If a mobile device with Mediprocity on it is lost/stolen/etc, it is the responsibility of the prescriber to prevent access to Mediprocity. Via browser, the prescriber should change their password and/or encryption key ASAP or contact Mediprocity and we will do it for you. Changing either one will remote wipe access to Mediprocity from the mobile device and negate a possible data breach.