Assigning Notifications to Users

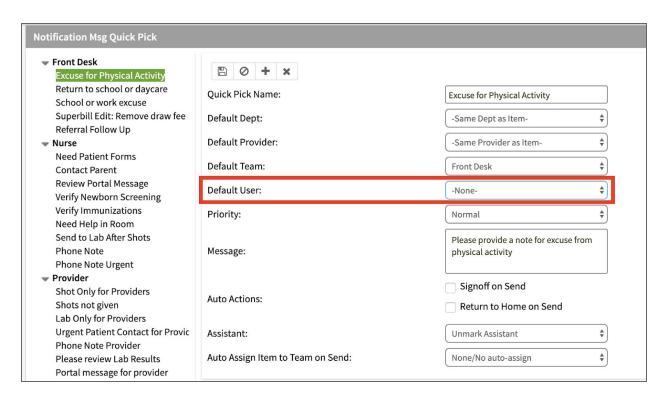
Overview

Sending notifications is an integral part of practice workflow. Previously, notifications were assigned to specific teams. In the latest TriMed Complete version, the ability to assign notifications to users rather than teams has been added. This capability has also been added to a Quick Note so that Quick Notes can either be sent to a team or an individual.

Admin

No setup is necessary to begin using this feature. The option to send a notification or a Quick Note to an individual will be available next to the *Team* option.

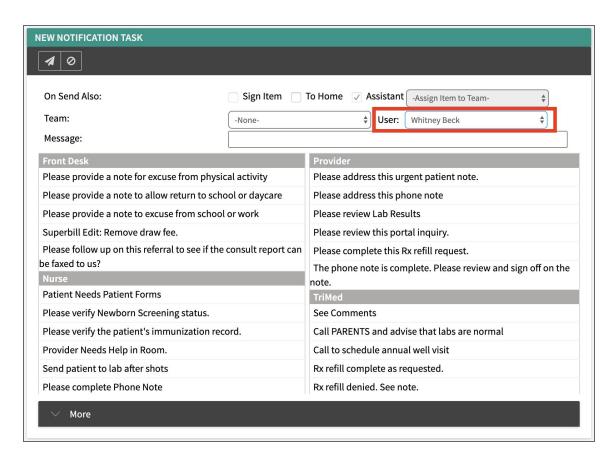
In order to Default a User when selecting a Notification Quick Pick go to Admin > Decision Support > Notification Quick Pick. Use the Default User dropdown to allow the system to default to a user when the Quick Pick is selected. This option might be helpful in practices that have one user who always reviews certain chart items or does certain tasks. For example, if the practice has one front desk staff member, they may always want a notification like "Excuse for Physical Activity" to be sent to that user.



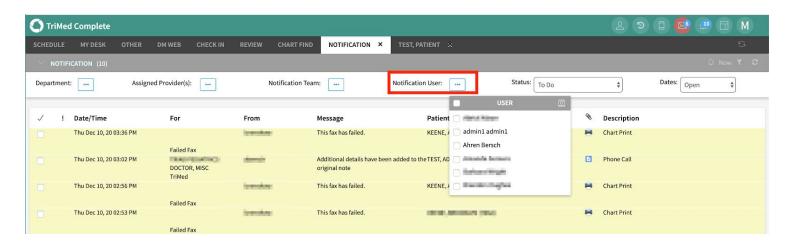
Features

New Notifications

On the New Notification popup, next to the 'Team' dropdown a new 'User' dropdown is available. Either a *Team* can be selected, or a *User* but not both.

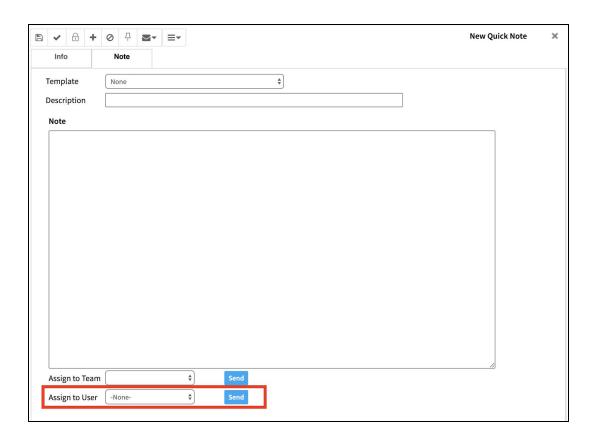


On the Notification page, users can receive messages sent to both specific *Teams* and *Users*. The logged in user's name will default to checked and cannot be unchecked.



Quick Notes

On a Quick Note, notifications can now be sent to Users rather than a Team when necessary. The same logic that exists on a New Notification also applies here. Either a team can be selected or a user, but not both.



Communication between teams/users will collapse neatly below the initial message and display the *To* and *From* user as well as the date stamp of each notification that was sent.

