

# MX Notify Quick Start Guide



Manifest  
MEDEX

The screenshot shows the Manifest MEDEX MX Notify interface. At the top left is the Manifest MEDEX logo. A search bar (1) contains the text 'Filter by Name or MRN'. To its right is a filter dropdown (2) set to 'Any Participants (3)' with an 'Add Filters' button. Below the search bar is a notification summary (3) showing '# of Notifications: 19' and a download icon (4). A list of notifications is displayed, with the first one for 'EVELYN PATIENT (103)' selected. This notification card (5) shows details for 'Union Hospital' on '1/30/18 5:01 PM' with the event 'ER Admit' and diagnosis 'Acute Condition I21.0- Acute transmural myocardial infarction'. To the right of the notification list is a detailed view (6) for 'EVELYN PATIENT (103)'. It includes contact information (209-555-1212), patient details (ID: 103, DOB: 4/1/40, Gender: F, Address: 130 Main St., City/State: Anytown, CA, Home Phone: 209-555-1212), primary care provider (Helen, Anthem, Riverside Cardiology), and a 'Most Recent Event' (1/30/18 5:01 PM, ER Admit, Union Hospital) with diagnosis 'I21.0- Acute transmural myocardial infarction'. Below the patient details is a 'Status Log' (7) showing a log entry: '1/31/18 2:48 PM sgoldenberg set this notification to In Progress'. At the bottom is an 'Event History' table (8) with 4 rows of events.

Event Type	Date/Time	Event Description	Location	Event Type	Disposition
+	12/30/17 5:01 PM	E11-Type II Diabetes Routine	Union Hospital	ER	Admit
+	12/30/17 5:01 PM	E11-Type II Diabetes Routine	Union Hospital	ER	Admit
+	9/25/17 5:01 PM	R07.1-Chest pain on breathing Chest Pain, Dizziness	Union Hospital	ER	Discharge
+	9/23/17 5:01 PM	R07.1-Chest pain on breathing Chest Pain, Dizziness	Union Hospital	ER	Admit

1 Conduct a Search

2 Apply a Filter

3 View a List of Notifications

4 Download the Notifications Summary

5 Mark Workflow Status

6 Access the Full Notification

7 Status Log

8 View Prior Events

9 Get Help

10 Activate Account Settings

# MX Notify

## Quick Start Guide

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### If you want to:

#### 1 Conduct a Search

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#### 2 Apply a Filter

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#### 3 View a List of Notifications

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#### 4 Download the Notifications Summary

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#### 5 View Workflow Status

*MX Notify was developed to provide an easy to use interface for clinicians to access notifications for their patients. It is available at [prompt.manifestmedex.org](http://prompt.manifestmedex.org)*

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### Use this approach:

A user can use the search box to filter results by patient name or MRN (Patient ID). The Patient ID or MRN is pulled from the patient panel submitted by the participant. If a user prefers to search for the MRN of the source facility (i.e., where the event took place), he/she can use the **Add Filters** drop-down and apply a filter for **Source MRN**.

There are a variety of filters that can be used in MX Notify to improve the view of notifications. First, if a user has access to more than one participant (i.e., if he/she has submitted more than one patient panel), he/she can click the **Participant** drop-down to see notifications from a single Participant or all (Any Participants). Additionally, a user can filter by specific data elements in the notification using the **Add Filters** drop-down (e.g., number of ER visits, Diagnosis, Chief Complaint, PCP, Event Type). This feature allows the user to apply specific search criteria to the notifications view. For example, a user could search for frequent ED utilizers by using the filter **Number of ER Visits** and set up the desired criteria (e.g., display notifications for patients who have been to the ED more than 3 times by entering >3 in open field).

The notifications preview provides a quick summary of the following items:

- Gender
- Name
- MRN/Unique identifier assigned by you (the Participant)
- The date and time of the encounter/event
- The notification event type
- The **Patient Complaint** followed by the **Diagnosis** if provided

One of the buttons in the upper right corner of the notifications preview section is the **Download** button. This allows you to download all notifications or a list of notifications that have been selectively filtered (up to a maximum of 500 notifications). The downloaded notifications are saved as a comma separated file (.csv), which will open in Microsoft Excel. This feature allows the user to download notifications at any time based on his/her selected criteria and share data with outside users or care teams, add additional data to the spreadsheet and more.

MX Notify was created to be lightweight and intuitive. Three basic workflow statuses were created: Not Started, In Progress, and Completed, to allow users to track actions taken during care coordination. Each status corresponds to the respective tab in the notifications preview screen and will also be recorded in the **Status Log** section of the full notification view.

*Please email [support@manifestmedex.org](mailto:support@manifestmedex.org) for any issues, suggestions or defects.*

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## If you want to:

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### 6 Access the Full Notification

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### 7 Status Log

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### 8 View Prior Events

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### 9 Get Help

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### 10 Activate Account Settings

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#### Change Your Password

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#### Logout

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## Use this approach:

When a notification is selected from the list, a more detailed information view will display on the right with information from both the ADT message and the patient panel submitted by the participant. This includes key demographic and event information including, but not limited to:

- Name
- Patient ID or MRN
- Phone Number
- Date of Birth
- Address
- Number of IP and ER Visits
- Recorded Event Date and Time
- Patient Class (e.g., ER, IP, OP)
- Event Type (e.g., Admit, Discharge)
- Event Location
- Patient Diagnosis
- Discharge Disposition
- Discharge to Location
- Patient Complaint
- Admit Source

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A **Status Log** section is displayed below the **Most Recent Event** and/or **Additional Information** sections of the detailed notification view. This section provides a history of actions taken by users when changing the status of a notification during their workflow. Each entry will record the username, date and time, and which workflow status was set for the notification.

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At the bottom of the detailed notification view, MX Notify also displays a list of historical events for the patient. The **Event History** begins when the participant went live on MX Notify (i.e., when the first patient panel/roster was submitted). Each prior event is populated using information from the ADT that was received on that date.

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Clicking the question mark in the upper right hand corner will allow you to directly email the ticketing system to submit any questions, problems, or suggestions you may have.

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Your name is displayed in the upper right hand corner. Upon clicking it, two options will be listed: **Change Password** and **Sign Out**.

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Clicking **Change Password** will go to the screen where a user can change the password by entering the old password and setting a new password.

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The **Sign Out** function allows the user to remove the authentication of the user. Closing the window for MX Notify will automatically sign the user out as well.