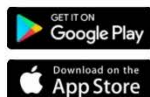


INSTANT ACCESS DOCTOR'S SCHEDULER TUTORIAL

- * WHEN THE ACCOUNT FOR THE PRACTICE WAS CREATED, THE ADMIN OR MANAGER ESTABLISHED THE SCHEDULER ACCOUNTS WITH NAME, EMAIL AND PHONE.
- * THE SCHEDULER THEN RECEIVED AN EMAIL TO CONFIRM ACCOUNT.
- * THE SCHEDULER WAS THEN PROMPTED TO CREATE A PASSWORD. THIS SHOULD BE A MINIMUM OF 8 LETTERS TO INCLUDE AT LEAST 1 CAPITAL LETTER, 1 NUMBER AND 1 SPECIAL CHARACTER (! @ # \$ % & *)
- * THE SCHEDULER GOES TO THE LOGIN PAGE AT WWW.MYINSTANTACCESS.COM AND LOGS IN WITH THEIR USERNAME (EMAIL ADDRESS) AND PASSWORD TO START THE DAY.
- * THE SCHEDULER ARRIVES AT THEIR DASHBOARD.
- * THE SCHEDULER THEN NAVIGATES TO MESSAGES ON THE LEFT SIDE PANEL AND IS READY TO RECEIVE MESSAGES FROM PATIENTS.
- * THE SCHEDULERS CAN OPERATE SIMULTANEOUSLY IN THE FOLLOWING FASHION. WHEN A MESSAGE COMES IN AND IS NOT ASSOCIATED WITH ANY PARTICULAR SCHEDULAR AND HAS A *BLUE DOT*, ONE OF THE FREE SCHEDULERS CAN PICK IT UP BY CLICKING ON IT.
- * ONCE THEY PICK UP AN INCOMING MESSAGE, THE MESSAGE IS IDENTIFIED AS BELONGING TO THAT SCHEDULER BY FIRST NAME AND LAST NAME INITIAL (i.e. AMY S / BOB C) AND NOW HAS A *YELLOW DOT*.
- * ONCE THE SCHEDULER RESPONDS AND SENDS IT BACK TO THE PATIENT, IT NOW HAS A *GREEN DOT*.
- * WHEN THE PATIENT RETURNS TO THE TEXT MESSAGE, THE DOT TURNS *YELLOW* AGAIN AND SO ON.
- * THE MESSAGING PATIENT'S BASIC INFO CAN BE OBTAINED BY RIGHT-CLICKING THEIR NAME AT THE TOP LEFT OF MESSAGE BOX.
- * THE SCHEDULER CAN SORT THE MESSAGE QUEUE BY ALL MESSAGES, THEIR ASSIGNED MESSAGES OR MESSAGES THAT HAVE BEEN ARCHIVED.
- * SCHEDULERS SHOULD NOTE THAT IF THEY HAVE THEIR MESSAGES SORTED FOR ONLY THEIR ASSIGNED MESSAGES, THEY WON'T BE ABLE TO SEE OR PICK-UP NEW MESSAGES COMING INTO THE QUEUE.
- * TO ARCHIVE A MESSAGE, THE SCHEDULER CLICKS ON THE MESSAGE AND THEN CLICKS THE LITTLE FILE DRAWER IN THE RIGHT UPPER CORNER OF THE DASHBOARD. ALL MESSAGES MUST BE ARCHIVED WHEN CONCLUDED AND ARCHIVE THREAD FORM FILLED OUT. IF A PROCEDURE, SURGERY OR OFFICE VISIT WAS SCHEDULED, THE INFO ON THE THREAD MUST INCLUDE THE DATE, TIME AND ADDRESS OF PROCEDURE.
- * NOTE THE SMALL CALENDAR ON THE BOTTOM RIGHT OF ARCHIVE FORM WHICH ALLOWS YOU TO PICK DAY AND TIME OF OFFICE VISIT, PROCEDURE OR SURGERY.
- * ONCE THE MESSAGE IS ARCHIVED, AND REASON WAS SELECTED THAT IT WAS FOR AN OFFICE VISIT, PROCEDURE OR SURGERY, THEN THE PATIENT WILL GET AN EMAIL NOTING THE DATE, TIME AND LOCATION OF THAT PROCEDURE.
- * ALL MESSAGES SHOULD BE ARCHIVED AND CLEARED OUT OF THE QUEUE AT THE END OF THE DAY.
- * ONCE THE SCHEDULER HAS FINISHED FOR THE DAY, THEY CAN LOG OUT BY CLICKING NAME IN THE UPPER RIGHT CORNER AND SELECT LOGOUT.
- * SCHEDULER LOGS OUT.



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