Subscription Notification Management
Provider User Guide

This guide provides instructions on how to use the **Subscription Notification Management** web tool**.** Within the tool, MSHP providers can seamlessly input their MIPS-Certified EMR information and subscription preferences to receive real-time clinical updates, discharge summaries, and inpatient/ED alerts for any of their patients utilizing any Mount Sinai Hospital, Mount Sinai HIE, Healthix and hospitals connected to the Statewide Health Information Network (SHIN-NY). Please follow the steps below on how to access and utilize the tool.

1. Please log into the MSHP Provider Portal here:
   https://mshp.mountsinai.org/web/mshp/login
2. Click on the **Subscription Notification Management** application tile

Users will be brought to the My Profile page:

On this page, providers will enter in the requested information for their electronic medical record, including the **EMR's name** and **direct address**. As a reminder, this information is **required for the 2020 Clinical Integration Program.*** If MSHP already has this information on file, you will see the name of your EMR and your direct address on the screen and no further action is required. Additionally, providers will fill out their preferred contact method for receiving clinical updates on their patients.

> *Note: Previously providers needed to complete PDF attestations with this information. However, due to the development of this new tool, providers will only need to submit the information on this page to receive CI credit.*
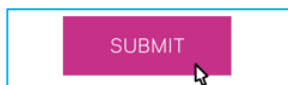>
> **Specialists only need to complete the MIPS-certified EMR System Name box. Specialists are not required to complete the EMR Direct Address box for the CI 2020 Program.*

1. Enter in your **MIPS-Certified EMR System name** and **EMR Direct Address:**

2. Providers will be able to receive clinical updates on their patients via email and/or via text message, including discharge summary and inpatient/ED notifications.
   - To receive **clinical updates via email,** enter in your preferred email.
   - To receive **clinical updates via text message,** enter in your preferred mobile phone number and carrier. Then select the days and timeframe you would like to receive these text notifications.
   Note: You will not receive text notifications on the days you do not select and these notifications will not be distributed to you at a later day you selected.

3. Once you have entered in your information, click on the **Submit button:**

Note: There is a legend at the bottom of this page for additional information regarding the above terms on this page:

To access your subscriptions, select My Subscriptions.
On this page, providers can select how they would like to receive their discharge summary and inpatient/ED alert notification subscriptions. Providers are able to select as many notifications as they would like to receive.

1. Provider can select to receive these notifications via:
   - Direct message to their EMR
   - Encrypted email notification (This will be sent to the email address entered from the **My Profile** page)
   - Text Message (This will be sent to the phone number entered from the **My Profile** page)

	Send Direct Message to my EMR ?	Send Encrypted Email Notification ?	Send Text Message ?
Discharge Summary ?	☐	☑	Text messages not available for Discharge Summary.
Inpatient/ED Alert Notification ?	☑	☐	☐

To clear all notifications from the above chart, please select the **Clear all notifications** button.

Clear all notifications

2. Once you completed your selections, please click on the **Submit** button.
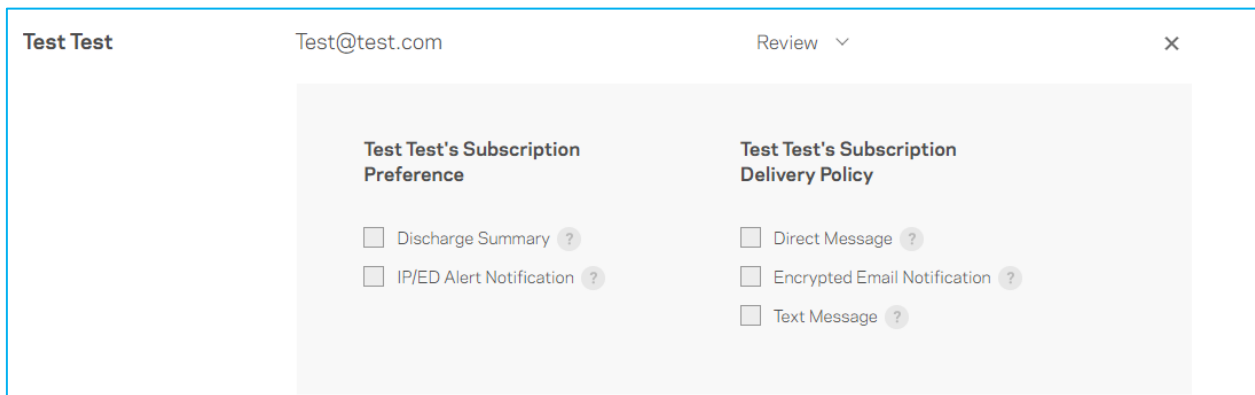
SUBMIT

To add and/or remove your care team members select My Care Team.
On this page, providers can add and/or remove care team members from their practice to receive clinical notifications.
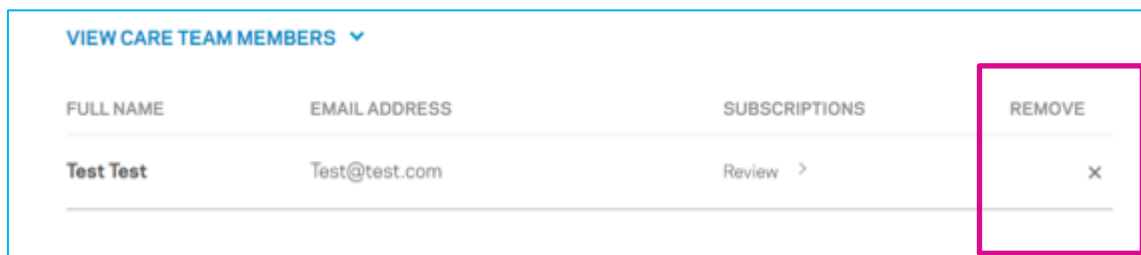
1. Select **View Care Team Members** to review the members of your care team.

VIEW CARE TEAM MEMBERS ∨

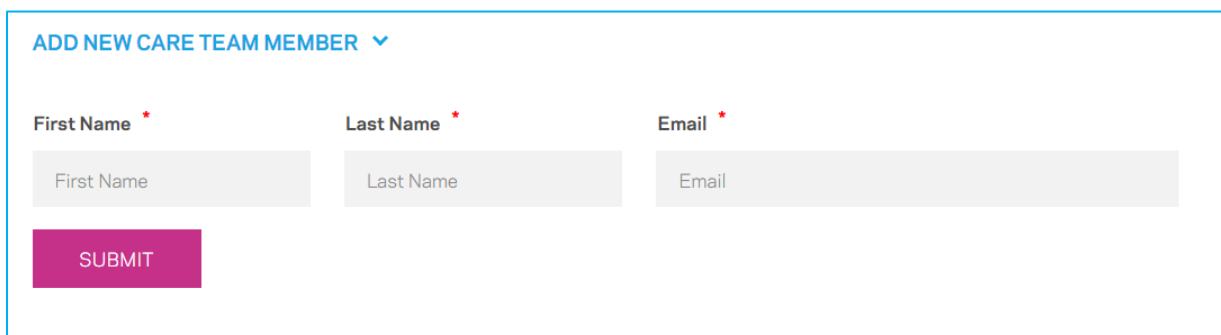| FULL NAME	EMAIL ADDRESS	SUBSCRIPTIONS	REMOVE
Test Test	Test@test.com	Review >	✕

2. Click on **Review** to view each individual care team member's subscription preferences.

3. To remove an individual from your care team, select the **X** under the **Remove** category.

4. To add additional members to your care team, select **Add New Care Team Member**. Added care team members will receive access to the MSHP Provider Portal where they can use the tool to update their own preferences for how they want messages delivered to them.
5. Enter the **First Name**, **Last Name,** and **Email Address** of your new member(s). Click **Submit** when completed.

Once completed, your new care team member(s) will receive an email with instructions on how to access this web tool and update their preferences to receive clinical alert notifications along with a user guide and training video.