



MEDIPROCITY ADMINISTRATOR – GETTING STARTED

Prior to implementing Mediprocity, we'll need:

- Signed Business Associate Agreement/BAA – click here to complete:

<https://secureform.mediprocity.com/forms/13854/4219/R7Bx/form.html>

- Name, Email and Phone # of Mediprocity Administrator
- Number of user licenses/access codes needed for your organization(s)
- Name, Email and Phone # for billing contact for invoice

1. Have Mediprocity Administrator go to <https://mediprocity.com>

- a. Under "Sign Up" section enter First Name / Last Name / Email Address
- b. Select either "Prescriber" or "Non-Prescriber" then select "Sign Up"
- c. Fill in required fields – see below for Password / Encryption Key information

Note: Passwords and Encryption Keys must each be a minimum of 8 characters and include
1 Upper case, 1 lower case, 1 number and 1 symbol

- When creating Passwords/Encryption Keys, the more unique and inconsistent the better since unique credentials lowers risk.
- Please make sure to WRITE DOWN your credentials - they are needed when registering via App (one time only) or if using Mediprocity via browser (every time).

This is especially true for Mediprocity Administrator / please be sure to store in safe place

2. Accept email invitation from Mediprocity Support to join your organization.

- a. Go to Profile on App to "Accept" invite or go to <https://mediprocity.com> and log in once you've accepted, Mediprocity will promote you to Administrator.
- b. You must log back on to browser, you will now see the "Admin" tab (next to "Connections") Click on Admin and then select Manage Organization.
- c. You may determine how many Administrators to "promote" – one or many.
- d. You may also add an Admin Editor which will only be allowed to update users profiles (passwords and encryption keys).

3. Inviting Non-Prescriber Users (Prescribers may join on their own)

- a. From Admin, go to Access Codes, from an Unassigned Access Code, select "Invite User" and enter user's email address. (Note, "Bulk Invite" feature allows you to enter multiple emails at once. You can only enter addresses for the # of Codes available)
- b. Once invited, the user receives an email from Mediprocity Support. They will need to "Accept" the invitation by clicking on the hyperlink and registering for Mediprocity. Once they've registered, they will show up as a user in the designated organization.
- c. If a user registered independently, they can still be invited via Access Codes/Invite User. Once invited, they can "accept" by going to Invitation icon from App or logging onto browser and accepting upon log in.



4. **Train Users** – see training materials provided by Mediprocity, or, ask your client services representative from Mediprocity to set up your team’s training via conference call and webinar.
5. **Managing User Accounts and Access**
 - a. Mediprocity Admin can oversee all their users from the “User” section of the Admin Panel. Click on the blue user name to access user accounts. Features include the ability to reset credentials, remote wipe account access, edit profiles and view messaging (Note: Mediprocity Admin cannot ever *send* messages from anyone else’s account!)
 - b. One person can oversee any number of organizations.
 - c. Make sure to use "Reports" and the 'Last Login' marked on users to manage effective HIPAA compliance in your organization.