

MX Notify – Downloading Historical Notifications

1. Log in to the MX Portal and click on the MX **Notify icon**.



2. Click on the download button above the notification list.





3. A popup screen will be displayed. You will have the option to download all notifications or filtered notifications. *Note: The download notification limit is 1,000 rows at a time; view instructions on page 3 on how to download more than 1000 rows.*

Notificatio	ons count: 9 ted: 14:35 09/21	23			±		
∳ TE	RRY BURKE	(B006022 w Communi	Down	nload will be limi se:	ted to 1000 rows		2
0 49 10	02/01/2 ER Adn ABD PA	023 06:15 Al hit IN Abdomin	File r	Filtered Mame: IPT-data-09-21-20	Autifications		
∲ TE	RRY BURKE	(M00314				Downlo	ad
0	01/26/2 ER Disc	ead region 023 04:30 PM charge					

4. Click **Download**.

tifications t updated	count: 9 : 14:35 09/21/23	±	
TERI O O E	RY BURKE (B006022 Barstow Communi 02/01/2023 06:15 A ER Admit ABD PAIN Abdomin	Download will be limited to 1000 rows Choose:)
		ProMPT-data-09-21-2023-14_34_34-All	
* TER	RY BURKE (M00314		Download
			Download
۵	Arrowhead Region		

5. The download will be saved to your computer as a CSV file. Click on **recent downloads** and open the file.

Rec	ent Downloads	×
1	ProMPT-data-09-21-2023-14_34_34 All (2).csv 5.6 KB • Done	-



6. A CSV file with your notifications will be displayed on the screen.

😐 😑 🔵 Autos	Save OFF	8 6 7 - C			ProMPT-data-09-	21-2023-14_34	4_34-All (2) ~							C
Home Insert	Draw Page I	ayout Formula	s Data F	Review View	Automate 💡 Tell me									🖓 Con	nments 🖻
P- 4	Calibri (Body)	✓ 12 ✓ A [^]	A = Ξ	= * *	ab Wrap Text ∽	General	-	- III	- E	7.	🔠 Insert 🗸	Σ•	A7 -	0. [
Paste 💞	B I <u>U</u> → [Ξ• <u>◊</u> • <u>Α</u> •	/ = =	= <u>=</u> =	Merge & Center 🗸	\$ ~ % 9	00.00 .00 →0	Conditional	Format as Table S	Cell tyles	Delete v	↓ ↓ ↓	Sort & F Filter S	ind & A Select	nalyze Sens Data
A18 🛔 🗙	✓ fx FAILED	TO RETRIEVE													
A	В	с	D		E	F	G	н	1	J	К	L	м	N	0
1 Destination Facility	Destination Practice	Primary Care Provider	Destination MRN	Source Facility		Source MRN	First Name	Middle Nan	Last Name	Gender	Date of Birth	Address	City	State	Zip
2 BTCH_CA_BTCH_H		John Smith	B006022140859	Barstow Community	Hospital Regional Medical Cent	er 8006022140859	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
3 ARR		John Smith	M0031417	Arrowhead Regional	Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
4 ARR		John Smith	M0031417	Arrowhead Regional	Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
5 ARR		John Smith	M0031417	Arrowhead Regional	Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
6 ARR		John Smith	B006022140859	Barstow Community	Hospital Regional Medical Cent	er 8006022140859	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
7 ARR		John Smith	B006022140859	Barstow Community	Hospital Regional Medical Cent	er 8006022140855	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
8 ARR		John Smith	M0031417	Arrowhead Regional	Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
9 ARR		John Smith	M0031417	Arrowhead Regional	Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814
10 ARR		John Smith	M0031417	Arrowhead Regional	Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main S	t. Anytown	CA	95814

Downloading 1000+ Notifications

MX Notify only allows you to download 1,000 notifications at a time. If you have more than 1,000 notifications that you would like to download, you will need to apply date filters. To get 1,000 or less notifications displayed, try filtering each month. If there are still more than 1,000 notifications, then try filtering by two weeks. To select specific dates, please follow these steps below:

anifest DEX						User Support Rashel P F Kostolansky -
≡						
Filter	by Name or MRN	Any Participant (2)	×	Saved Custom Filters	Add Filter	۲
All	Not started O	n progress () Completed	•			
No lasi	tifications count: 9 t updated: 14:34 09/21/23		±			
	• TERRY BURKE (BO	006022140859)	0 0 0	The information co	entained in this system is privi	ileged and confidential and/or protected
	Barstow Co O 02/01/2023 ER Admit ABD PAIN A	ommunity Hospital Regional M 06:15 AM Abdominal Pain	ledical Center	health information Insurance Portabili intended for the so intended user of th printing or copying or civil penalties. If	(PHI) and may be subject to ity and Accountability Act of 1 le use of the individual or ent is system, you are notified th of this transmission is strictly you notice any issues with th	protection under the law, including the Health 1996, as amended (HIPAA). This system is lify to whom it is addressed. If you are not the tat any use, dissemination, distribution, y prohibited and may subject you to criminal he system please contact the administrator
	TERRY BURKE (M	0031417)	000	immediately by rep	orting an issue.	
	Arrowhead O 01/26/2023 ER Discharg	Regional Medical Center 04:30 PM ge				
	UTI Urinary	Tract Infection				

1. Log in to the MX Portal and click on the **MX Notify icon.**

2. Click on the Add Filter dropdown box and select Event Date/Time.



Add Filter	т
Discharge Date	
Discharge Disposition	
Discharge to Location	-
Event Date/Time	
Event Type	-
First Name	
Gender	
Group	
Home Phone	
Hospital Service	-
Insurance ADT	health information (Pl
d Insurance Panel	ot the intended user of
Last Name	ly prohibited and may
Location	

3. Click on >= and select a date (e.g., September 1, 2023).

Event Date/Time >=								 ٣
Custom Filter Nar	4	Sep	epte temb	er 🗸	202	3 3 🗸		
	Su	Mo	Tu	We	Th	Fr	Sa	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	1	2	3	4	5	6	7	



4. Click on the Add Filter dropdown box again and select Event Date/Time.

Add Filter	т
Discharge Date	
Discharge Disposition	
Discharge to Location	
Event Date/Time	
Event Type	
First Name	
Gender	
Group	
Home Phone	
Hospital Service	
³⁾ Insurance ADT	health information (PF
J Insurance Panel	ot the intended user of
D Last Name	ly prohibited and may
Location	

5. Click on <= and select a date (e.g., September 30, 2023).



6. You will see there are two filters applied. In this example, notifications received between September 1, 2023, and September 30, 2023 are being displayed.

Filter by Name or MRN	Any Participant (1)	-	Saved Custom Filters
			 Unsaved Custom Filter (2 filters) 0
Event Date/Time <= 2023-09-30 ×	Event Date/Time >= 2023-09-01 ×		



7. The notification count will be displayed above the notification list. Check to see that there are 1,000 notifications or less. If there are still more than 1,000 notifications, adjust the filtered dates until you see the count go to 1,000 or less.

Notifications count: 839 last updated: 12:30 10/13/23

8. Click on the download button above the notification list.



9. A popup screen will be displayed. Select Filtered Notifications.





10. Click **Download**.

Notification: ast update	s count: 9 d: 14:35 09/21/23	±	
ter Co Co Co Co Co	Barstow Communi 02/01/2023 06:15 A ER Admit ABD PAIN Abdomin	Download will be limited to 1000 rows Choose:	
		ProMPT-data-09-21-2023-14_34_34-All	
TER	RY BURKE (M00314		Download
۵	Arrowhead Region	L	
0	01/26/2023 04:30 PN		
43	ER Discharge		
0 47	Arrowhead Region 01/26/2023 04:30 PN ER Discharge		

11. The download will be saved to your computer. Click on recent downloads and open the file.

Rec	ent Downloads	×
1	ProMPT-data-09-21-2023-14_34_3 All (2).csv 5.6 KB • Done	34-

12. A CSV file with your notifications will be displayed on the screen.

🔹 🕘 🌒 AutoSave 🤍 💷 🎧 🖹 🌮 🏷 🗸	j	ProMPT-data-0	9-21-2023-14_34	_34-All (2	2) ~					C
Home Insert Draw Page Layout Formu	las Data Revie	iew View Automate 🔉 Tell r	ne						Com	ments 🖻
Calibri (Body) v 12 v A	A" = = =	= 🗞 🗸 🏭 Wrap Text 🗸	General	~	.	7, 2	Insert v	* Av . (0. 10	
Paste ≪ B I U v ⊞ v ☆ v A	• ===	🗄 🖅 🖅 🧮 Merge & Center 🗸	\$ ~ % 9	•00 .00 •00 →0	Conditional Format	Cell	Delete v 💽	Sort & F	ind & Ana	alyze Sens
All $\frac{1}{2}$ \times $\sqrt{f_x}$ FAILED TO RETRIEVE					Formatting as rable 3	Lyies		Filler 3	elect D	ata
A B C	D	E	F	G	н	J	K L	м	N	0
1 Destination Facility Destination Practice Primary Care Provid	Provident Provident Provident Provident	urce Facility	Source MRN	First Name	Middle Nam Last Name	Gender	Date of Birth Addres	s City	State	Zip
2 BTCH_CA_BTCH_H John Smith	B006022140859 Bars	rstow Community Hospital Regional Medical C	enter 8006022140859	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
3 ARR John Smith	M0031417 Arrow	rowhead Regional Medical Center	M0031417	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
4 ARR John Smith	M0031417 Arro	rowhead Regional Medical Center	M0031417	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
5 ARR John Smith	M0031417 Arrow	rowhead Regional Medical Center	M0031417	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
6 ARR John Smith	B006022140859 Bars	rstow Community Hospital Regional Medical C	enter B006022140859	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
7 ARR John Smith	B006022140859 Bars	rstow Community Hospital Regional Medical C	enter 8006022140855	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
8 ARR John Smith	M0031417 Arrow	rowhead Regional Medical Center	M0031417	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
9 ARR John Smith	M0031417 Arrow	rowhead Regional Medical Center	M0031417	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814
10 ARR John Smith	M0031417 Arro	rowhead Regional Medical Center	M0031417	Terry	Burke	F	1997-10-06T 135 M	in St. Anytown	CA	95814

13. Adjust your filtered dates and repeat steps 1-12 until all notifications have been downloaded.

Should you have additional questions about MX Notify, please contact your Customer Success Account Manager or <u>customersuccess@manifestmedex.org</u>.