



Manifest
MEDEX

MX Notify

User Guide

Table of Contents

1. MX Notify Homepage	3
a. Notification Preview	4
2. Notification Details.....	4
b. Patient Demographics.....	5
c. Allergies.....	5
d. Medications	6
3. Managing Notifications.....	8
a. Deleting Notifications.....	8
b. Mark As	9
c. Move To.....	9
4. Filtering and Searching Notifications.....	10
a. Events	10
b. Panels	10
c. Date	11
d. Pagination.....	11
e. Sorting Controls	12
f. Free Text Search	13
g. Clear Patient Filter.....	13
5. Notification Folders	14
a. Inbox	14
b. Deleted.....	14
c. New Folder.....	14
d. Rename or Delete Created Folder	14
6. Downloading Notifications	15

1. MX Notify Homepage

To access MX Notify, click the **Notify** icon in the menu located on the left side of the screen.

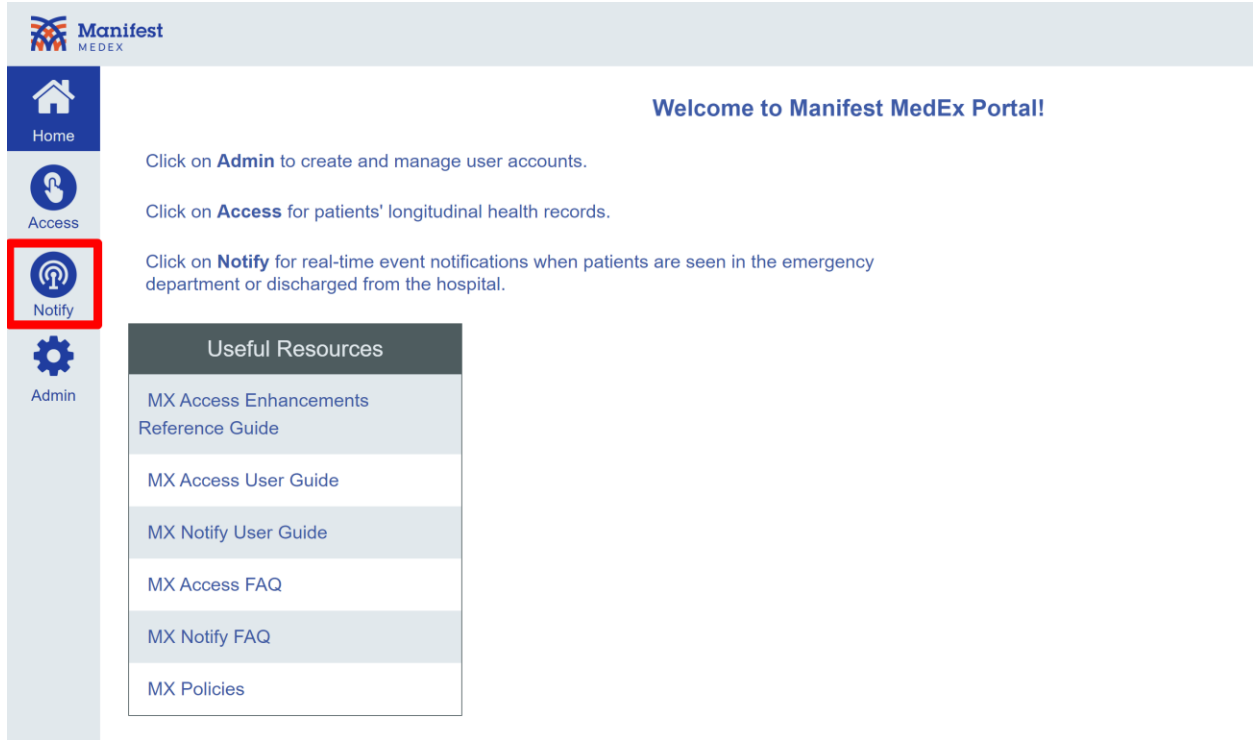


Figure 1: MX Notify

You will be directed to the **Notify** Homepage that displays your patient notifications.

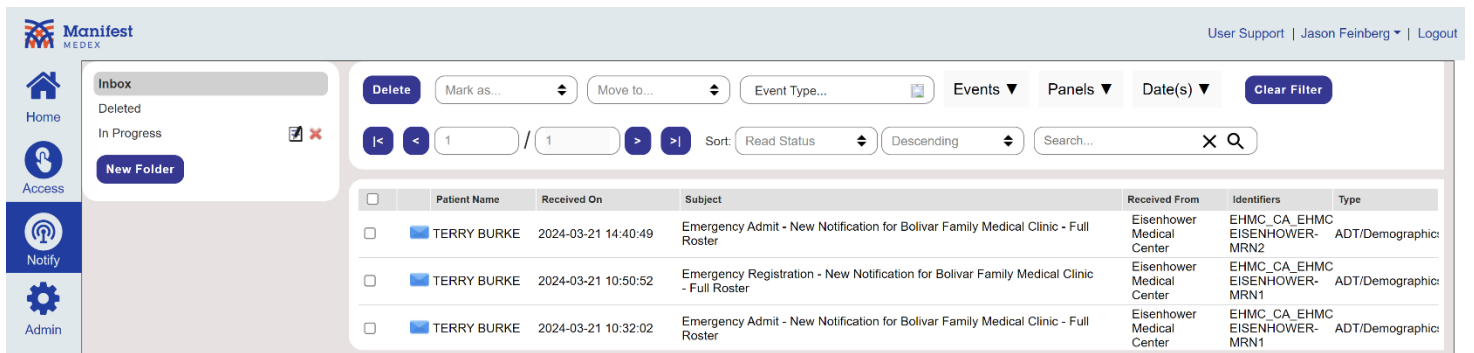


Figure 2: MX Notify Homepage

a. Notification Preview

Each notification is displayed as a separate line, like an email inbox. The notification preview includes the following details:

- **Patient Name:** The name of the patient
- **Received On:** The date the notification was received
- **Subject:** The name of the panel that the notification was generated for
- **Received From:** The facility that sent the notification
- **Identifiers:** The patient facility/MRN from the facility that sent the notification
- **Type:** The type of notification (e.g., ADT/Demographics or Result)





<input type="checkbox"/>	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input type="checkbox"/>	 TERRY BURKE	2024-03-19 14:30:59	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic
<input type="checkbox"/>	 TERRY BURKE	2024-03-19 14:30:32	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic
<input type="checkbox"/>	 TERRY BURKE	2024-03-19 14:30:29	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic

Figure 3: Notification Preview

2. Notification Details

The notification details will be displayed when clicking on the notification preview. The notification has a similar look and feel to the patient summary report in MX Access.

<input type="checkbox"/>	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input type="checkbox"/>	TERRY BURKE	2024-03-19 14:30:59	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic
<input type="checkbox"/>	 TERRY BURKE	2024-03-19 14:30:32	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic
<input type="checkbox"/>	 TERRY BURKE	2024-03-19 14:30:29	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic

Emergency Admit Report for TERRY BURKE, F 1997-10-06						
Patient Demographics						
Name	Date Of Birth	Gender	Identification Number	Phone	Address	
TERRY BURKE	1997-10-06	F	MRN: EISENHOWER-MRN1	951-087-1018	135 MAIN ST ANYTOWN CA 95814	

Allergies - View Patient in MX Access for full report					Medications - View Patient in MX Access for full report					
Onset Date	Inactive Date	Allergen	Category	Last Updated At	Date	Medication	Form	Strength	Duration	Source
2024-01-30		HYDROCODONE	DA	Eisenhower Medical Center	2024-03-14	LIDOCAINE (PF) 10 MG/ML (1 %) INJECTION SOLUTION	70	1 mL	X1	Eisenhower Medical Center
2024-01-30		ACETAMINOPHEN-CODEINE	DA	Eisenhower Medical Center	2024-03-14	cyclobenzaprine hydrochloride - 1.064; 5.264g/56g; g/56g	81	10 mg	X1	Eisenhower Medical Center
2023-11-15		Fish Containing Products	DA	Eisenhower Medical Center	2024-03-14	Aprepitant -	8	40 mg	X1	Eisenhower Medical Center

Figure 4: Notification Details

b. Patient Demographics

The patient demographics table includes:

- **Name:** The name of the patient
- **Date of Birth:** The date of birth of the patient
- **Gender:** The gender of the patient
- **Identification Number:** The patient MRN and SSN
- **Phone:** The patient's phone number
- **Address:** The patient's address

Patient Demographics

Name	Date Of Birth	Gender	Identification Number	Phone	Address
TERRY BURKE	1997-10-06	F	MRN: EISENHOWER-MRN2	951-087-1018	135 MAIN ST ANYTOWN CA 95814

Figure 5: Patient Demographics

c. Allergies

The allergies table includes:

- **Onset Date:** The date for which the allergic reaction occurred
- **Inactive Date:** The date for which the patient allergy became inactive
- **Allergen:** The name of the allergen (e.g., aspirin, peanuts)
- **Category:** The type of allergy (e.g., food, animal, drug, etc.)
- **Last updated:** The date of latest update as it relates to the allergy

Allergies - View Patient in MX Access for full report

Onset Date	Inactive Date	Allergen	Category	Last Updated At
2024-01-30		HYDROCODONE	DA	Eisenhower Medical Center
2024-01-30		ACETAMINOPHEN-CODEINE	DA	Eisenhower Medical Center
2023-11-15		Fish Containing Products	DA	Eisenhower Medical Center

Figure 6: Allergies

d. Medications

The medications table includes:

- **Date:** The date the medication was prescribed
- **Medication:** The name of the medication (e.g., Aspirin)
- **Form:** The amount of medication prescribed (e.g., 325 mg)
- **Strength:** The strength of the medication
- **Duration:** The length of time the medication should be taken
- **Source:** The facility that sent the medication

Medications - View Patient in MX Access for full report

Date	Medication	Form	Strength	Duration	Source
2024-03-14	LIDOCAINE (PF) 10 MG/ML (1 %) INJECTION SOLUTION	70	1 mL	X1	Eisenhower Medical Center
2024-03-14	cyclobenzaprine hydrochloride - 1.064; 5.264g/56g; g/56g	81	10 mg	X1	Eisenhower Medical Center
2024-03-14	Aprepitant -	8	40 mg	X1	Eisenhower Medical Center

Figure 7: Medications

Note: Allergies and Medications within a message are displayed as a group at the MRN-source level. All information is tied to a specific MRN and will be displayed in the summary for the notification selected. Any new allergy or medication information sent via an ADT or Pharmacy/Treatment Encoded Order (RDE) will be added to the top of the existing group.

e. Encounters

The encounters table includes:

- **Start Date:** The date the patient was admitted to the facility
- **End Date:** The date the patient was discharged from the facility where they were admitted.
- **Type:** The patient visit type (e.g., I = inpatient, O = outpatient, or E = emergency)
- **Facility:** The facility of where the encounter took place
- **Reason:** The reason for the encounter (i.e., the Admit Reason description)
- **Clinician:** The name of the physician who treated the patient
- **Admission Type:** The type of admission (e.g., A = accident, C = elective, E = emergency, L = labor and delivery, N = newborn, R = routine, or U = urgent)

Encounters

Start Date	End Date	Type	Facility	Reason	Clinician	Admission Type
2023-11-28	2023-11-28	Emergency	Eisenhower Medical Center	Rash and other nonspecific skin eruption	NEEL KOTRAPPA	E

Figure 8: Encounters

f. Diagnoses

The diagnoses table includes:

- **Date:** The date of the diagnosis
- **Description:** A description of the diagnosis (e.g., Type 2 diabetes mellitus with unspecified complications)
- **Code:** The code associated with the diagnosis
- **Type:** The type of diagnosis
- **Source:** The facility that sent the diagnosis

Diagnoses

Date	Description	Code	Type	Source
2023-11-28	Retention of urine, unspecified	R33.9	A	Eisenhower Medical Center
2023-11-28	Benign prostatic hyperplasia without lower urinary tract symptoms	N40.0	A	Eisenhower Medical Center

Figure 9: Diagnoses

g. Laboratory Results

The labs table includes:

- **Test:** The name of the test
- **Date:** The date of the test
- **Result:** The result of the test
- **Source:** The location where the test was performed

Laboratory Results

Test	Date	Result	Source												
SARS coronavirus 2 RNA [Presence] in Respiratory specimen by NAA with probe detection	2024-03-13	<table border="1"> <thead> <tr> <th>Test Item</th> <th>Value</th> <th>Units</th> <th>Reference Range</th> <th>Flag</th> <th>Message Flag</th> </tr> </thead> <tbody> <tr> <td>SARS coronavirus 2 RNA [Presence] in Respiratory specimen by NAA with probe detection</td> <td>POSITIVE</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Test Item	Value	Units	Reference Range	Flag	Message Flag	SARS coronavirus 2 RNA [Presence] in Respiratory specimen by NAA with probe detection	POSITIVE					Eisenhower Medical Center
Test Item	Value	Units	Reference Range	Flag	Message Flag										
SARS coronavirus 2 RNA [Presence] in Respiratory specimen by NAA with probe detection	POSITIVE														

Figure 10: Lab Results

Note 1: Notifications/patient summary reports are limited to the data included in the inbound ADT message; lab results table will only display data when a notification is created for a Covid result.

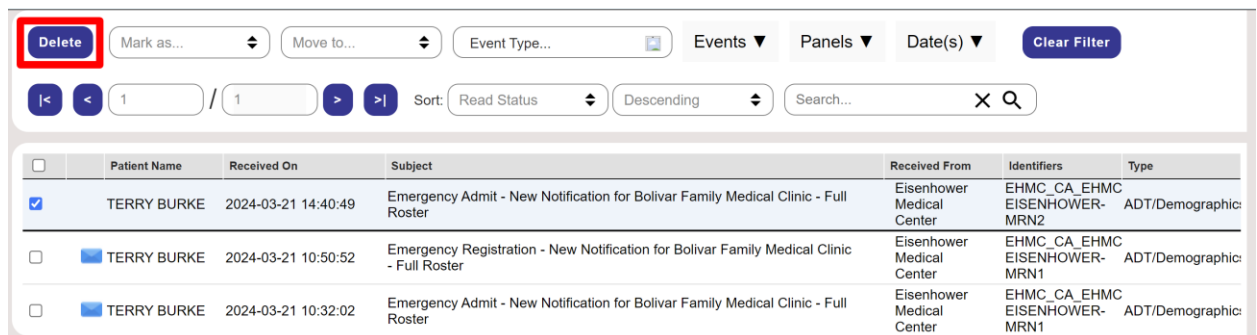
Note 2: Encounter, Diagnosis, and Lab Results display at the encounter level. All diagnoses are tied to the encounter number and will be displayed for that encounter only.

3. Managing Notifications

Notifications can be deleted, moved to a new folder, or filtered by events, panels, or date(s).

a. Deleting Notifications

Notifications can be deleted so that they are no longer visible in the MX Notify Inbox. To delete a notification, click on the “Delete” button located at the top left side of the screen. The notification will no longer be visible in your inbox and will be moved to the “Deleted” folder.






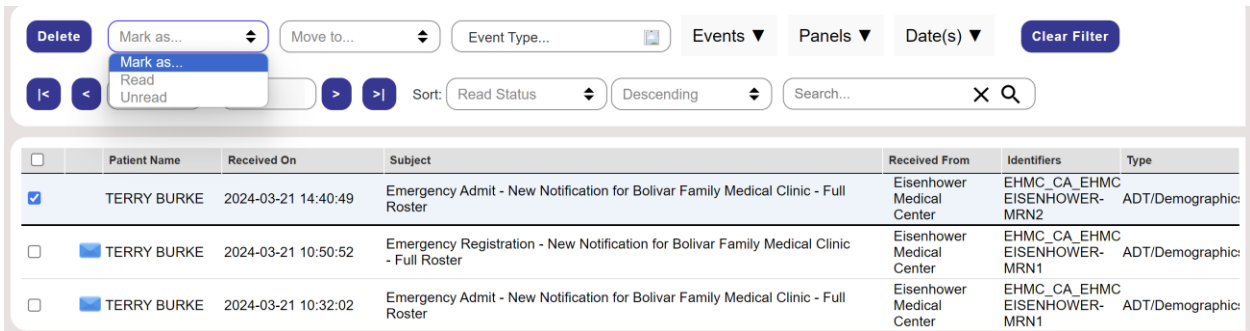
<input type="checkbox"/>	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input checked="" type="checkbox"/>	TERRY BURKE	2024-03-21 14:40:49	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN2	ADT/Demographic
<input type="checkbox"/>	 TERRY BURKE	2024-03-21 10:50:52	Emergency Registration - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic
<input type="checkbox"/>	 TERRY BURKE	2024-03-21 10:32:02	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic

Figure 11: Deleting Notifications

b. Mark As

Notifications can be marked as read/unread as needed for to enhance workflow. To mark a notification as read/unread, click on the “Mark as” dropdown box and select the option of interest. If the notification was marked as unread, it will appear with an envelope icon  in the notification summary. If the notification was marked as read, the envelope will no longer appear.



The screenshot shows a notification management interface. At the top, there are several filters: 'Delete', 'Mark as...' (with a dropdown menu open showing 'Read' and 'Unread'), 'Move to...', 'Event Type...', 'Events', 'Panels', 'Date(s)', and 'Clear Filter'. Below the filters, there are navigation buttons (left and right arrows) and a search bar. The main content is a table with columns: Patient Name, Received On, Subject, Received From, Identifiers, and Type. The table contains three rows of notifications for 'TERRY BURKE'.



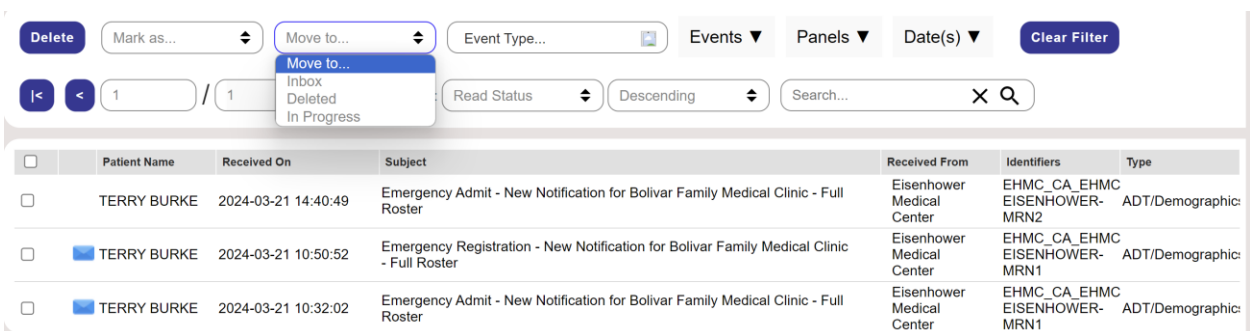
	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input checked="" type="checkbox"/>	TERRY BURKE	2024-03-21 14:40:49	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN2	ADT/Demographic:
<input type="checkbox"/>	 TERRY BURKE	2024-03-21 10:50:52	Emergency Registration - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:
<input type="checkbox"/>	 TERRY BURKE	2024-03-21 10:32:02	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:

Figure 12: Marking Notifications as Read/Unread

c. Move To

Notifications can be moved to different folders within MX Notify. To move a notification, click on the “Move to” button and select the folder of interest. The notification will no longer be displayed in the inbox and will now be available in the folder you selected.

Note: new folders can be created by the user and will be listed in the drop down.



The screenshot shows the same notification management interface as Figure 12. The 'Move to...' dropdown menu is open, showing options: 'Inbox', 'Deleted', and 'In Progress'. The table below shows the same three notifications for 'TERRY BURKE'.



	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input type="checkbox"/>	TERRY BURKE	2024-03-21 14:40:49	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN2	ADT/Demographic:
<input type="checkbox"/>	 TERRY BURKE	2024-03-21 10:50:52	Emergency Registration - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:
<input type="checkbox"/>	 TERRY BURKE	2024-03-21 10:32:02	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:

Figure 13: Moving Notifications

4. Filtering and Searching Notifications

Users can filter messages based on certain criteria presented within each filter. User can combine filters to reduce their message list even further. Users can apply filters across the following categories:

a. Events

Notifications can be filtered by one or more event type. Click the “Events” filter to see all applicable event types.

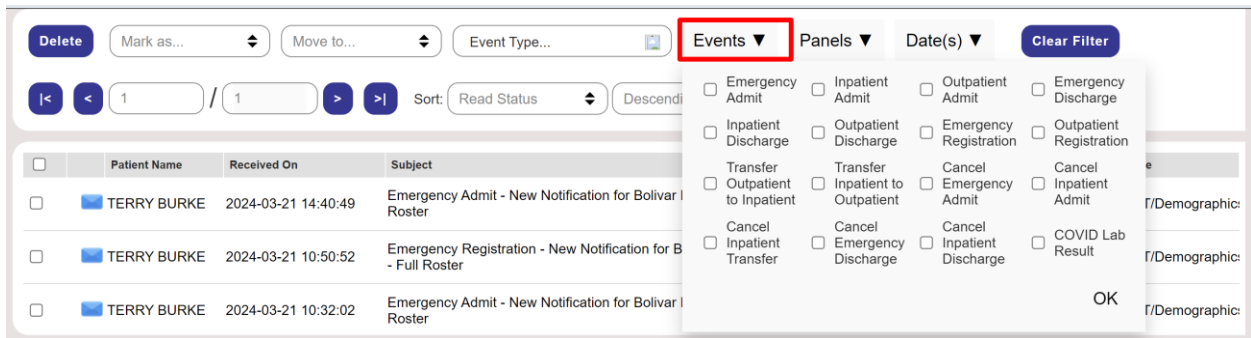


Figure 14: Events Filter

b. Panels

Notifications can be filtered by one or more panels. Click the “Panel” filter to see all applicable panel names.

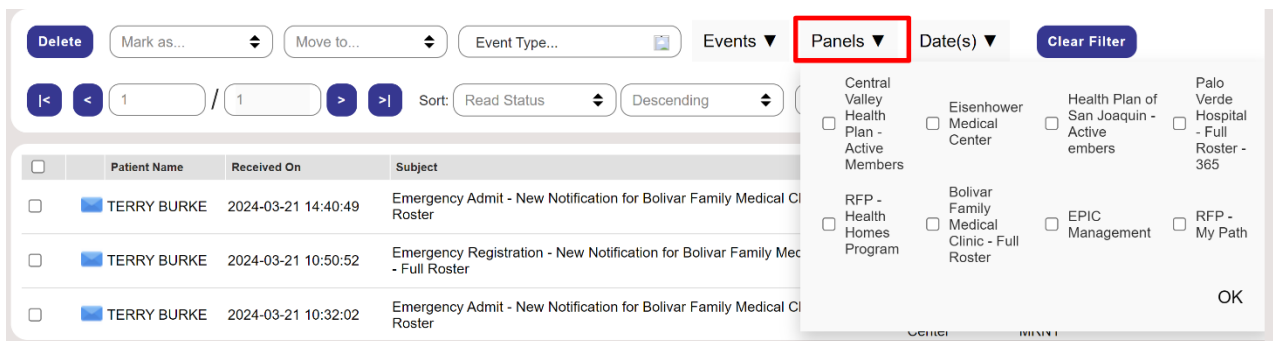


Figure 15: Panel Filter

c. Date Selector

Notifications can be filtered by a specific date or a date range. Click on the date dropdown to be presented with a calendar picker. Either select a single date or a date range.

i. Single date selection: Click on a single day

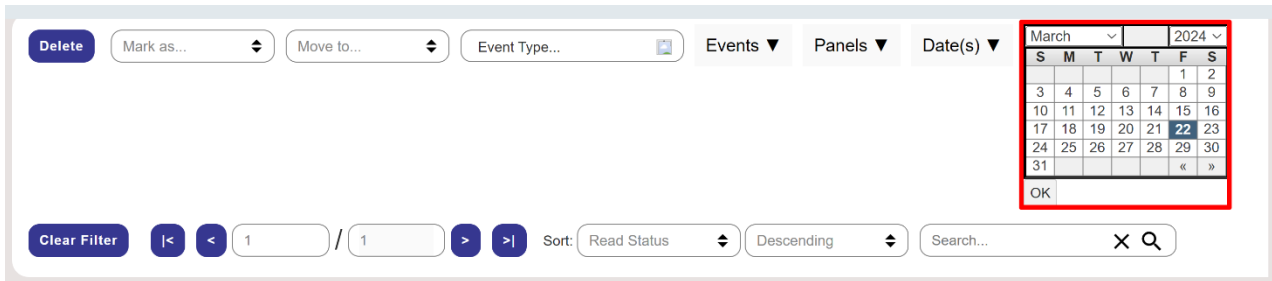


Figure 16: Individual Date Selection

ii. Date Range: Click on a single day, hold SHIFT key, then select last day of the range

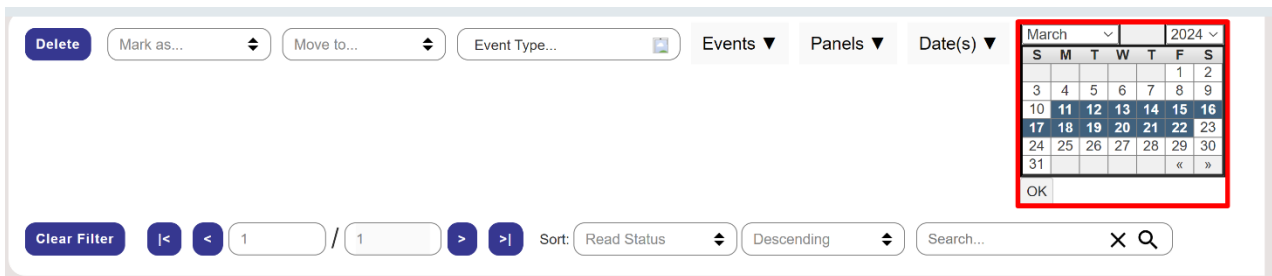


Figure 17: Date Range

d. Pagination

Use the pagination control to progress through pages when needing to access additional messages not appearing in the initial view.

- Each page contains 200 messages.
- Click between individual pages or use the click to last/front page arrows.

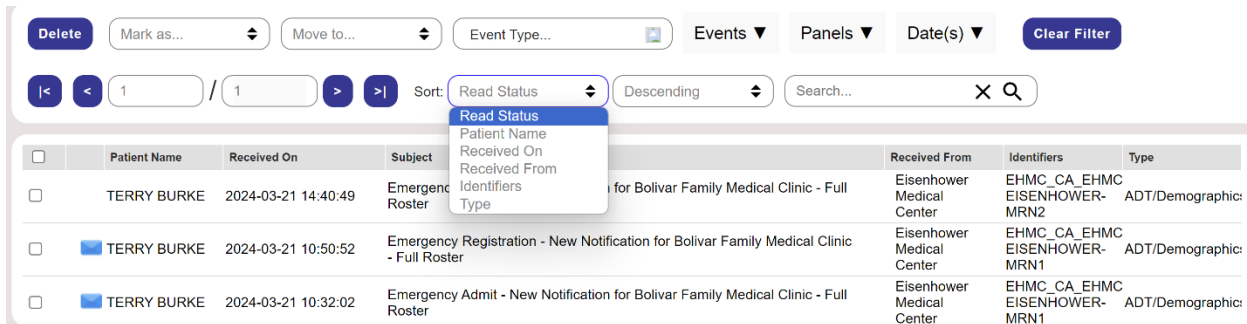


Figure 18: Pagination

e. Sorting Controls

All notifications appearing in the results table can be sorted by certain message categories. To sort, click on the “Sort” filter dropdown and choose the desired sort value. Messages can be sorted according to the following categories, in both descending and ascending order:

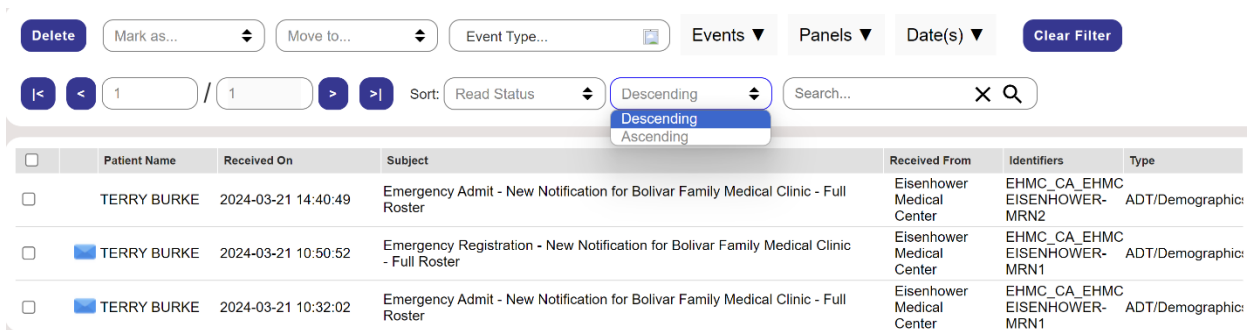
- **Read Status:** Whether the notification has been read or remains unread
- **Patient Name:** The first or last name of the patient
- **Received On:** The date the notification was received
- **Received From:** The facility that sent the notification
- **Identifiers:** The patient/facility MRN from the facility that sent the notification
- **Type:** The type of notification (e.g., ADT/Demographics or Result)



The screenshot shows a notification management interface. At the top, there are several filter buttons: 'Delete', 'Mark as...', 'Move to...', 'Event Type...', 'Events', 'Panels', 'Date(s)', and 'Clear Filter'. Below these is a pagination bar with page numbers and a 'Sort' dropdown menu. The 'Sort' menu is open, showing options: 'Read Status', 'Patient Name', 'Received On', 'Received From', 'Identifiers', and 'Type'. 'Read Status' is selected. To the right of the 'Sort' dropdown is another dropdown set to 'Descending' and a search box. Below the menu is a table with columns: Patient Name, Received On, Subject, Received From, Identifiers, and Type. The table contains three rows of notifications for 'TERRY BURKE'.

	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input type="checkbox"/>	TERRY BURKE	2024-03-21 14:40:49	Emergency Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN2	ADT/Demographic:
<input checked="" type="checkbox"/>	TERRY BURKE	2024-03-21 10:50:52	Emergency Registration - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:
<input checked="" type="checkbox"/>	TERRY BURKE	2024-03-21 10:32:02	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:

Figure 19: Sort by Status



The screenshot shows the same notification management interface as Figure 19. The 'Sort' dropdown menu is open, and 'Descending' is selected. The table below shows the same three rows of notifications, but they are now sorted by 'Received On' in descending order, with the most recent notification at the top.

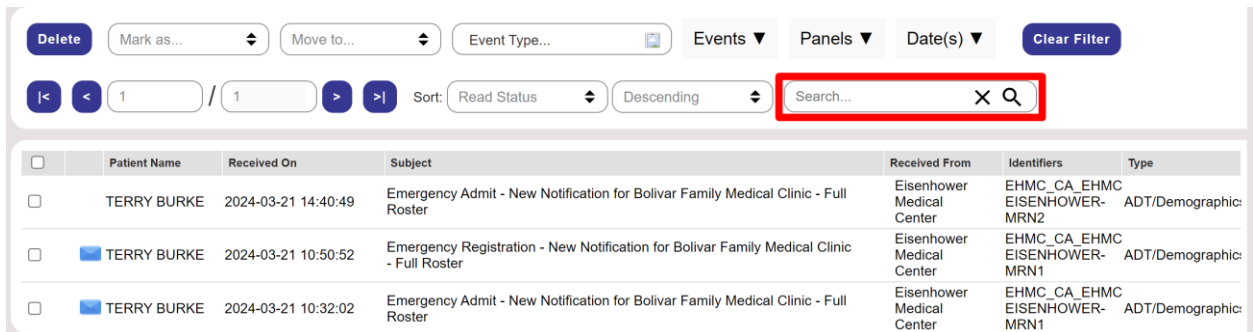
	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input checked="" type="checkbox"/>	TERRY BURKE	2024-03-21 10:50:52	Emergency Registration - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:
<input checked="" type="checkbox"/>	TERRY BURKE	2024-03-21 10:32:02	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic:
<input type="checkbox"/>	TERRY BURKE	2024-03-21 14:40:49	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN2	ADT/Demographic:

Figure 20: Sort Descending or Ascending

f. Free Text Search

Search across notifications using the free form text box within the message center controls. Text search is carried out against the following fields/values:

- **Assigned by:** The facility associated with the MRN
- **First Name:** The first name of the patient
- **Last Name:** The last name of the patient
- **MRN:** The MRN number associated with the patient (not including special characters, i.e. dashes, hyphens, underscores, and asterisks – *at this time*)
- **MPIID:** Additional patient identifier (master patient index ID)
- **Received From:** The facility that sent the notification
- **Subject:** Any text appearing in the subject line of the message



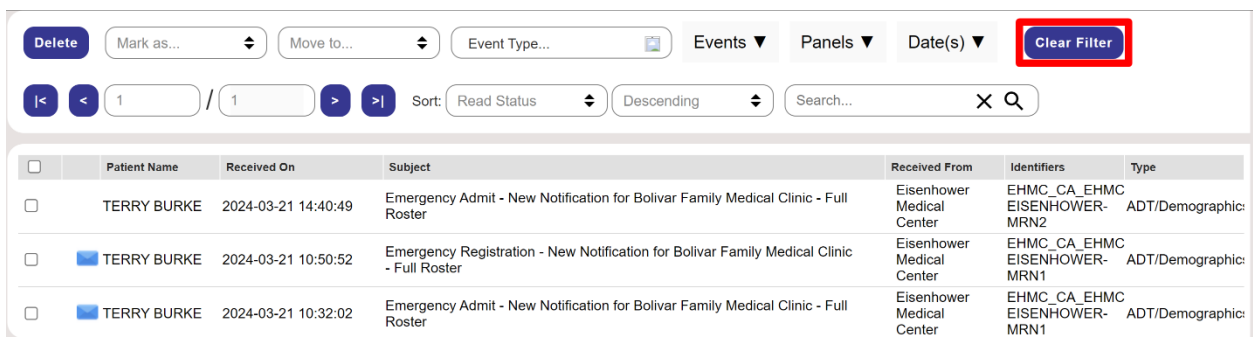
The screenshot shows the message center interface with a search bar highlighted in red. The search bar contains the text "Search..." and a magnifying glass icon. The interface includes various filters and controls such as "Delete", "Mark as...", "Move to...", "Event Type...", "Events", "Panels", "Date(s)", and "Clear Filter". The search results table below shows three notifications for TERRY BURKE.

<input type="checkbox"/>	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input type="checkbox"/>	TERRY BURKE	2024-03-21 14:40:49	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN2	ADT/Demographic
<input type="checkbox"/>	<input checked="" type="checkbox"/> TERRY BURKE	2024-03-21 10:50:52	Emergency Registration - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic
<input type="checkbox"/>	<input checked="" type="checkbox"/> TERRY BURKE	2024-03-21 10:32:02	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic

Figure 21: Free Text Search

g. Clear Patient Filter

After filtering by a patient, to go back and see notifications for all patients, click on the “Clear Filter.” All patient notifications will be displayed in the inbox except those notifications already moved to folders.



The screenshot shows the message center interface with the "Clear Filter" button highlighted in red. The interface includes various filters and controls such as "Delete", "Mark as...", "Move to...", "Event Type...", "Events", "Panels", "Date(s)", and "Clear Filter". The search results table below shows three notifications for TERRY BURKE.

<input type="checkbox"/>	Patient Name	Received On	Subject	Received From	Identifiers	Type
<input type="checkbox"/>	TERRY BURKE	2024-03-21 14:40:49	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN2	ADT/Demographic
<input type="checkbox"/>	<input checked="" type="checkbox"/> TERRY BURKE	2024-03-21 10:50:52	Emergency Registration - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic
<input type="checkbox"/>	<input checked="" type="checkbox"/> TERRY BURKE	2024-03-21 10:32:02	Emergency Admit - New Notification for Bolivar Family Medical Clinic - Full Roster	Eisenhower Medical Center	EHMC_CA_EHMC EISENHOWER-MRN1	ADT/Demographic

Figure 22: Clear Patient Filter

5. Notification Folders

Notifications can be placed in separate folders to assist with user workflow. There are two default folders created and displayed on the left-hand side: Inbox and Deleted.

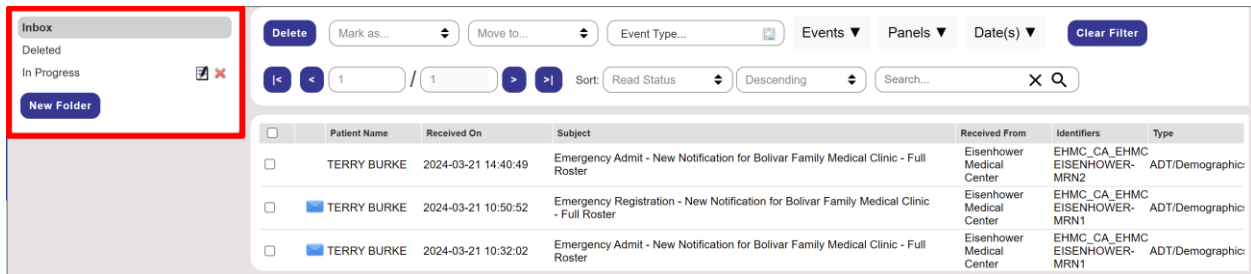


Figure 23: Notification Folders

a. Inbox

Historical and new notifications will be displayed in this folder. Notifications will be displayed indefinitely, until the notification is deleted or moved to a new folder.

b. Deleted

Deleted notifications will be displayed in this folder. Notifications will be displayed indefinitely, until you either delete the notification or move it to a new folder.

c. New Folder

Below the folders is an additional folder icon  that allows you to create new folders.

d. Rename or Delete Created Folder

You can rename or delete all folders that are created (not the default folders). To rename or delete a folder, click on the rename icon or the delete icon. Any new folder names should be unique.

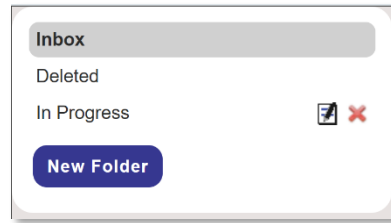


Figure 24: Rename of Delete Created Folder

6. Downloading Notifications

Currently, there is no download functionality within MX Notify; however, you can receive notifications in a .csv file on a preferred cadence (daily, twice daily, weekly, etc.). If you are interested in receiving your notifications in a .csv file, please contact your Customer Success Account Manager.

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