OP Notify: Settings

Last Modified on 10/04/2021 8:44 am EDT

Version 14.19

> 🔖 This content is part of the **OP Notify Training Program**.

About

The Practice Administrator can configure specific settings that cannot be altered by other OP Notify users. Permission to alter these settings is granted through the role established by the OP Implementation team.

Settings Configuration: Practice

1. Access OP Notify using the email address and password set up through your account activation.
2. If there is more than one Practice, click the drop-down arrow located in the top Patient Portal bar and select the Practice
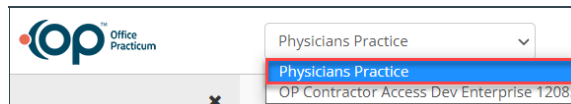
3. On the Main Navigation Panel, click to expand the **Portal Management** menu.
4. Click **General Settings**.
5. Click the drop-down arrow to select the **Time Zone** for your Location.
6. If the Practice observes daylight savings time, confirm the **Observe daylight savings time?** checkbox is selected.
7. You will not complete **Participating Insurance Plans** section.
8. Click the **Save** button.

Settings Configuration: Locations

1. From the Portal Management menu, select **Locations**. All Practice Locations are displayed in the Locations panel.
2. Click to select a Location.
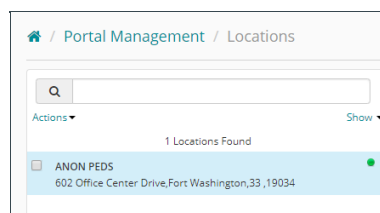
3. From the Location Details Panel, click the drop-down arrow to select the **Time Zone** for the Location.
4. If the Practice observes daylight savings time, confirm the **Observe daylight savings time?** checkbox is selected.
5. Click the **Save** button.
6. Repeat the above steps for each additional Location.

Version 14.10

> 🚫 **WARNING**: This information is intended only for clients currently in the implementation or production phase with OP Notify functionality.

Overview

The Practice Administrator can configure specific settings that cannot be altered by other OP Notify users. These settings are

accessed at the Enterprise level and are set by the OP Notify Practice Administrator. Permission to alter these settings is granted through the role established by the OP Implementation team.

Settings Configuration: Enterprise

1. Access OP Notify using the email address and password set up through your account activation.
2. Click the dropdown arrow on the top Patient Portal bar and select the practice enterprise.
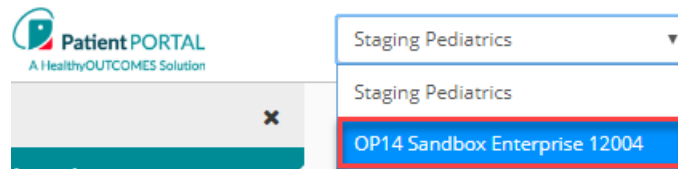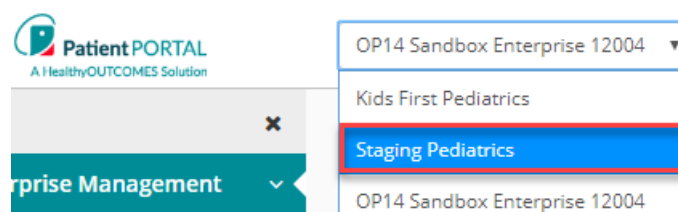

3. On the left panel click the arrow to expand the **Enterprise Management** group.
4. Select **General Settings**.
5. Type the area code for sending notifications to patients in the **Option 1** field. For additional area codes, click **Add Area Code**.
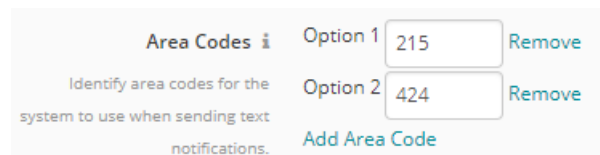
6. Click the dropdown arrow to select the **Time Zone** for your location.
7. If your enterprise observes daylight savings time, confirm the **Observe daylight savings time?** checkbox is selected. Deselect the **Observe daylight savings time?** checkbox if the enterprise does not observe daylight savings time.
8. Click the **Save** button.

Settings Configuration: Practice

1. Access OP Notify using the email address and password set up through your account activation.
2. Click the dropdown arrow on the top Patient Portal bar and select the practice.

3. On the left panel click the arrow to expand the **Portal Management** group.
4. Select **General Settings**.
5. Type the area code for sending notifications to patients in the **Option 1** field. If additional area codes click the **Add Area Code** button.
6. Click the dropdown arrow to select the **Time Zone** for your location.
7. If the practice observes daylight savings time, confirm the **Observe daylight savings time?** checkbox is selected. Deselect the **Observe daylight savings time?** checkbox if the practice does not observe daylight savings time.
8. You will not complete **Participating Insurance Plans** section.
9. Click the **Save** button.

Settings Configuration: Locations

1. From the Portal Management group select **Locations**. All practice locations will display in the locations panel.

2. Click to select a location.
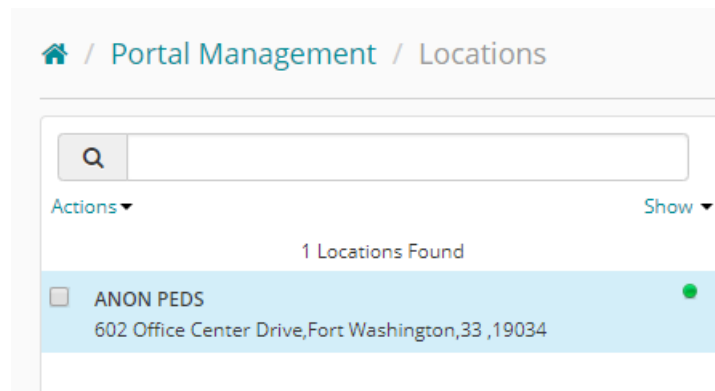
3. Click the dropdown arrow to select the **Time Zone** for your location.
4. If the practice observes daylight savings time, confirm the **Observe daylight savings time?** checkbox is selected. Deselect the **Observe daylight savings time?** checkbox if the practice does not observe daylight savings time.
5. Click the **Save** button.
6. Repeat the above steps for each additional location.

Version 14.8

OP Notify was implemented in Version 14.9.