

Changing How a Patient is Notified

Quick Reference Guide



Why?

Perform this procedure if:

- You need to change a patient's phone number, cell phone number or email address.
- A patient no longer wants to be notified by U-Sleep™.
- You need to change when U-Sleep notifies a patient.

How?

- 1 Sign in to U-Sleep.
- 2 Click the **People** tab.
- 3 Search for the patient whose notifications you want to edit.
- 4 Click the **Notification Preferences** tab.
- 5 Click **Edit**.
- 6 Make your changes in the email (✉), phone (📞) or text message (📱) rows:
 - To turn off notifications of a specific type, uncheck the check box next to the desired notification method.
 - To change the email address or phone numbers, enter the new text in the **Details** column.
 - To change the days when a patient is notified, go to the **Day/Time Preference** column and click the day buttons to turn them on or off.
 - To change the times when a patient is notified, go to the **Day/Time Preference** column and select a new time from the drop-down list.
- 7 If you change an email address or phone number, click **Auto Confirm**.
- 8 Click **Save**.

Profile of Luis Garcia

Type	Details	Status	Day / Time Preference
<input checked="" type="checkbox"/>	✉ lgarcia@example.com	Confirmed	SUN MON TUE WED THU FRI SAT Any Time
<input checked="" type="checkbox"/>	📞 Phone Number 1 4085551514 Extension	Confirmed	SUN MON TUE WED THU FRI SAT Waking Hours (8:00am-10:00pm)
<input checked="" type="checkbox"/>	📱 1 4085551514	Confirmed	SUN MON TUE WED THU FRI SAT Waking Hours (8:00am-10:00pm)

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