

The provider app on your phone

Aminova on your phone for staff: where your schedule, patients, notes, prescriptions and messages are, how to change a visit, and how to choose which alerts reach you.

Feature manual · For Providers, Nurses and MAs, Front desk, Owners, Managers · aminova.health/university/provider-app

1. WHERE THINGS ARE

1. The bar at the bottom has **Home**, **Schedule**, **Patients**, **Notes** and **Messages**. You only see the tabs your role can use.
2. **Home** has **Shortcuts** (**Book a visit**, **Patients**, **Messages**, **Notes**) and tiles for **e-Rx** (prescribers only), **Refills**, **Labs**, **Approvals**, **Billing**, **Analytics** and **Tasks**.
3. **Schedule** is the day. Switch between **My visits** and **Everyone**, or pick a provider.
4. Sign in with the same clinic code, email and password you use on the computer, and your two-step code when it asks.

2. OPEN A VISIT AND CHANGE IT

Change provider shows for owners, managers, physicians, nurses, MAs and the front desk, and not on a request still waiting for approval. Only an owner, a manager or the front desk can move a visit over a clash.

1. Tap a visit on **Schedule** to open it.
2. Under **Manage**, tap **Change provider** ("Now with ..."). Pick someone tagged **OK**, leave **Tell the patient** on if they should know, and tap **Move to**
3. A patient's request shows **Accept**, **Accept anyway** (for a time outside your hours) and **Decline**.

3. GET ALERTS ON THIS PHONE

1. Tap the bell at the top (or **Account** → **Notifications**).
2. The card at the top says whether alerts are on for this phone. Tap **Turn on** and allow notifications when your phone asks.
3. Alerts never show patient details on the lock screen.

4. CHOOSE WHAT ALERTS YOU

Turning one off stops the alert, not the bell: it is still listed there.

Critical lab values always alert you. A kind your clinic has switched off for everyone shows **Switched off for the whole clinic** and can't be turned on here. Co-sign requests come by email.

1. On the notifications screen, tap **Choose what alerts you**.
2. In **What alerts you**, switch each kind on or off: New patient message, Bookings and cancellations, Arrivals and rooms, Intake and consent submitted, Lab results, Refill requests, Pharmacy problems, Faxes, Tasks and reviews,

Payments, Patient requests, Team and schedule, and (for owners and managers) Security alerts.

3. Your switches follow you on every device you use.