

# DocbookMD Orientation Guide

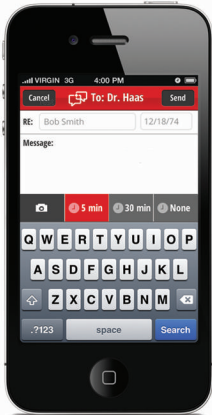
Learning how to use DocbookMD is easy. Follow these steps and in minutes you'll know how to send secure messages and images to your colleagues.

## 1. Download DocbookMD.





- a. Download the app to an iPhone, iPad or Android device from the App Store or Google Play.
- b. Click "I'm New To DocbookMD."
- c. Enter an email address and create a DocbookMD password.
- d. If the email used is not an email the medical society has on file, physicians will be asked to enter a medical society ID # to complete registration.

### Physician Email


### Medical Society ID #

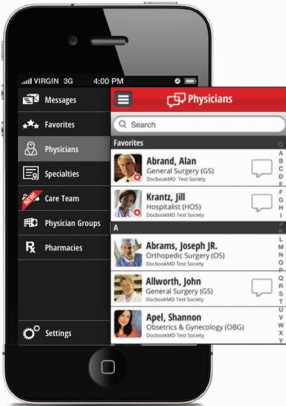


## 2. Send a message with a five-minute priority and attach an image.

- a. Open "Messages" from the main menu.
- b. Tap the  icon in the top right corner to compose a new message.
- c. Look for a colleague that has the  icon next to their name.
- d. Type "Test" in the message body and then tap the  icon at the bottom of the screen to attach a photo from your phone or take a new photo from within the app.
- e. Tap the  icon to assign a 5-minute priority and send the message to your colleague.

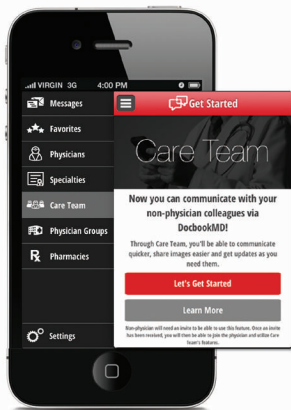
## 3) Invite a colleague to use DocbookMD

- a. Browse the physician directory for a colleague you want to message, but who doesn't have a  icon next to their name.
- b. Open their profile and tap the "Send an Invitation" button.



DocbookMD is a **FREE** benefit of your medical society membership.





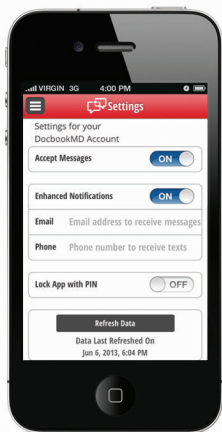
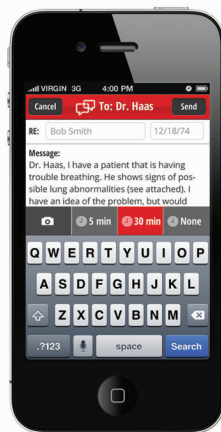


## **4. Invite a Care Team member to join you on DocbookMD.**

- Open the app from your mobile device.
- Click the Care Team tab.
- Tap "Let's Get Started."
- Enter the first and last name of the person you want to invite and either their email address or mobile number.

## **5. Dictate a message and forward to a physician colleague or a member of your DocbookMD Care Team.**

- Open a message from your inbox and press the  icon.
- Select a colleague you want to forward the message to.
- Type "Dictation" in the message body and tap the  icon at the bottom of the keyboard and dictate a short message to your colleague.
- Press "Send."



## **6. Set up Enhanced Notifications with your email and cell number.**

- From the main menu, go to "Settings."
- Make sure "Enhanced Notifications" is switched to "on."
- Enter your email address and phone number and press "done."
- Now you'll be alerted via a text message and email when you have a new DocbookMD message.

**Trouble registering for DocbookMD or using the app?**

**888.930.2048**

**support@docbookmd.com**

