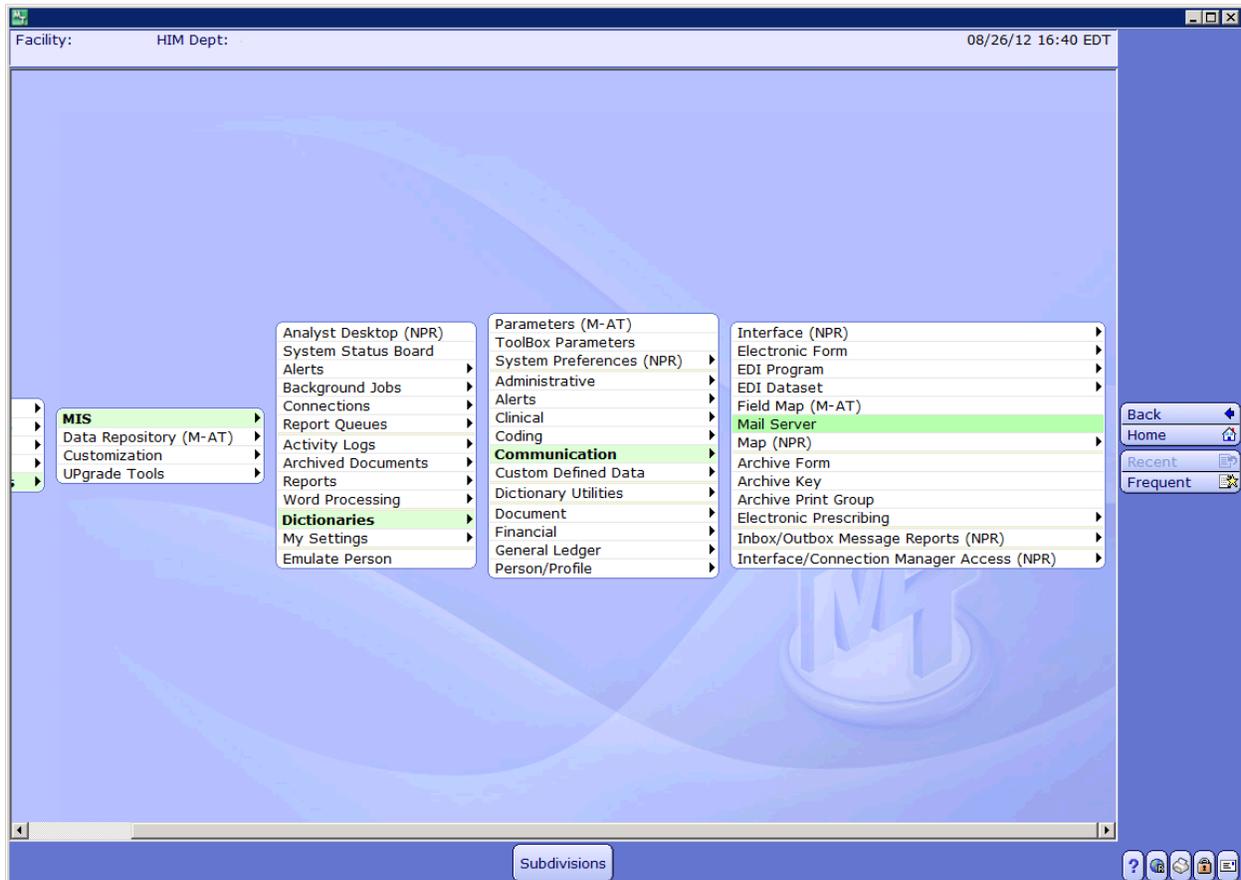




Setting Up Email in Meditech 6.0

Before you start, I want to strongly encourage you to discuss your plans to integrate Meditech 6.0 with your email server administrator. There are certain settings and configurations on your email server that may prohibit Meditech sending to the server. Also, please note that this document was developed while using Microsoft Exchange and Outlook. There are several email systems that can be integrated.

Let's start with the setup with Email Server Dictionary. You will want to open Meditech and navigate to **Info Systems → MIS → Dictionaries → Communications → Mail Server**.



Meditech 6.0 – Configuring Email



Click on button to the right – New. In the mnemonic field, you are going to want to type in the name you desire.

To **Activate**, you will want to key in Yes. Otherwise, key in No

The **Name** is the description of the email server. If you have multiple organizations with separate email servers, you will want to note the differences in the description.

Mail Server Dictionary - (TEST 6.06) - FREDERICK, KEVIN L [EDT]

EMAILSERVE - Email Server for Hospital 1

Mail Server:

Mnemonic: EMAILSERVE

*Active: Yes

*Name: Email Server for Hospital 1

*Type: POP3

*Server Name: MyEmailserver.domain.internal

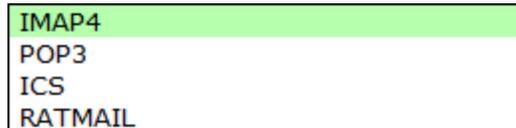
Sleep Time: 60

MAPI Client: No

E-Mail Client: Outlook Link

View, New, Edit, Report, Cancel, Save

For the **Type**, you will want to confirm with your email server administrator which type is appropriate for your organization. For this set up, we are going to utilize POP3.



The **Server Name** must be the actual name of the server and the domain. This will allow Meditech to resolve the address.

Specify the **Sleep Time** for the background jobs to wake up and process any emails that are waiting.

Does your email server need to utilize a **MAPI Client**? If so, you will want to answer yes. Otherwise, answer no.

The **Email Client** is derived from the External Link Dictionary. See the next page for details. Click on the Save button to save your work and close the window.



Meditech 6.0 – Configuring Email



For Meditech 6.0, you will want to set up an external link to launch the local email client such as Outlook. You will now want to navigate to **Info Systems → MIS → Dictionaries → Person/Profile → External Link Dictionary**

The screenshot shows a software configuration window titled "External Link Dictionary - HIM Dept" with a sub-header "OUTLOOK - Outlook Link" and "Last Edit: 12/15/10 10:52". The main area contains several input fields and controls:

- External Link:** Text box containing "OUTLOOK".
- Mnemonic:** Text box containing "OUTLOOK".
- *Active:** A dropdown menu with "Yes" selected.
- *Name:** Text box containing "Outlook Link".
- Use Default Browser:** Radio buttons for "Yes" and "No", with "No" selected.
- *Command Line:** Text box containing "C:\Program Files\Microsoft Office\Office12\outlook.exe".
- Command Tail:** Empty text box.
- Web Address:** Empty text box.

On the right side, there are buttons for "View", "New", "Edit", and "Report". At the bottom, there are buttons for "History", "Cancel", and "Save", along with a standard Windows taskbar icon set.

The **Mnemonic** will be the name of the external link. Please note that you may need to have multiple Outlook External Links based upon the versions of Outlook that are installed in your organization.

To **Activate**, type Yes. Otherwise, please type No. The Name field is the description of the external Link presented to your users.

The **Use Default Browser** field is for the link to be open in a browser. If so, click on Yes. For this exercise, please click on No. We want to open Outlook.

The **Command Line** is the exact path where the outlook executable is found. Different version of Outlook may locate the executable in various paths. This is why you may want to have multiple links for Outlook. If you are running Outlook 10 and have the link set for Outlook 12, the link may not work.

Please note: You may need to get a desktop engineer to assist you to locate the exact path of the executable.

Click on Save to save your work and close the window.



Setting Up Individuals with Email

The next step of the setup is to complete the email section of the External tab in the Person Dictionary. Let's begin by navigating to the Person Dictionary. **Info Systems → MIS → Dictionaries → Person/Profile → Person Dictionary**

The **Mail Address** is the specific email address for the Person identified. You are not limited to just your domain. This is particularly useful for your providers. However, please be advised that you could potentially be emailing private health information. You will want to review your organizations HIPAA Policies with your Privacy and/or Security Officers.

The **Email Server** is your email server that will be sending out the email. Again, if you have multiple servers, you will want to review this with your email administrator.

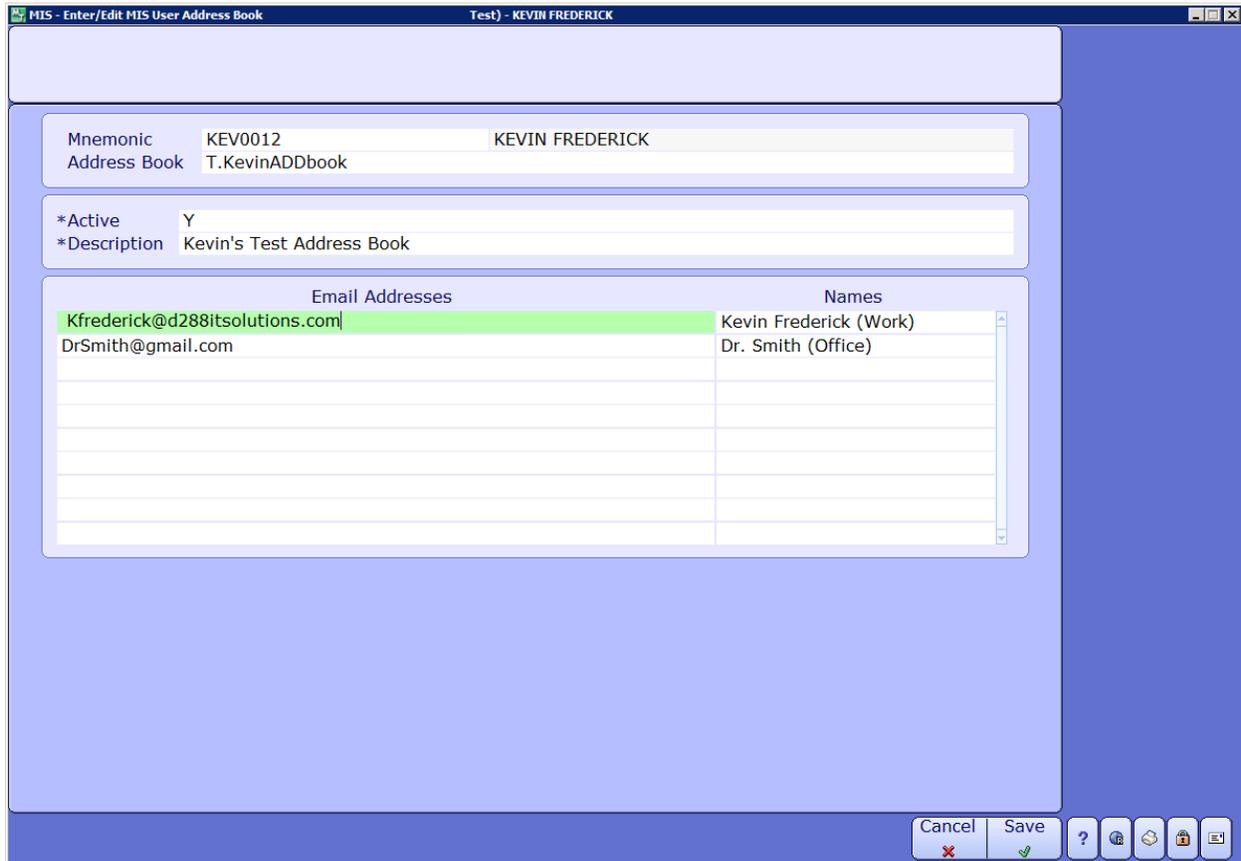
The **Mailserver User ID** and **Mailserver Folder** will need to be keyed in if your email server requires it.

Please Note: This step will need to be completed for all those individuals that you are going to authorize to receive email from Meditech.



User's Address Book

This next step will be very convenient for those people in your organization that send out email to groups of people on a regular basis. You can create your own custom email list in Meditech. This next step must be completely by the individual who will be using the distribution list. They will need to navigate to **Info Systems → MIS → My Settings → Enter/Edit Your Own SMTP Address Book**.



The **Mnemonic** is the User Mnemonic of the individual who will be using the distribution list. The **Address Book** is the mnemonic of the specific address book. You will want to **Activate** the address book by keying in Yes. Otherwise, key in No.

The **Description** of the address book should describe the distribution list or its purpose.

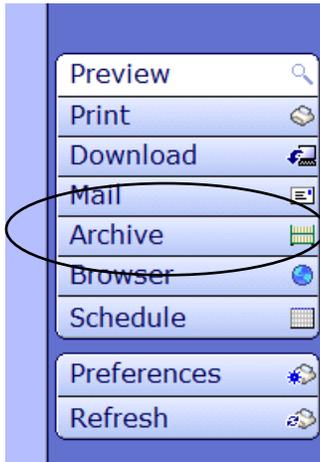
The **Email Addresses** need to be standard email addresses with the id of the individual and the email domain. The email addresses are not limited to internal email only, so you can use outside email addresses. The **Name** is the description of the individual.

Once you are done with your email addresses, click on save to close the window and save the list.



Using Email in Meditech6.0

When you run reports, you are presented with the Print Destination Menu. You have the ability to select Mail on the right hand side of the screen.



select Mail on the right hand side of the screen.

After you have selected the mail button, you are presented with the following Screen:

The **Recipients** – can be free text email addresses that you type in. This could be for ad hoc reporting

The **User** – this field comes from the Person Dictionary. You can specify Users to receive the email

The **Address Books** – are those address books the user created to send as a distribution List.

You can utilize one type or a combination of any of the three types to email reports.

