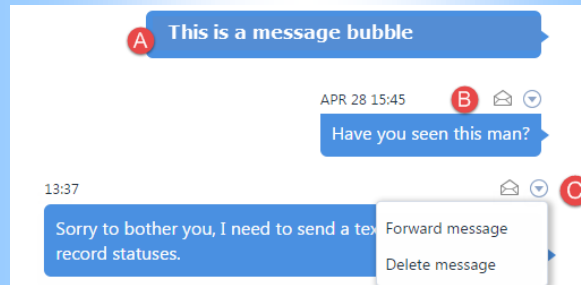


Inbox

Click on a name on the left of the Inbox to reveal the messages for that contact.



A. Your outgoing messages will be colored, any incoming will have a white background.

B. In your inbox, message status icons indicate if the message has been read

- An opened envelope indicates the message has been read
- A closed envelope indicates that the recipient has not read the message.
- A red exclamation point indicates that the message has not been sent (this may happen if there is a temporary loss of connectivity)

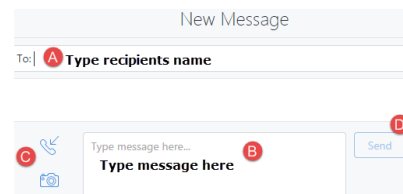
C. The dropdown arrow next to the envelope icon are message options (**Forward** or **Delete**)

Sending Messages

Create a new message

1. Click on

TIP: you can search by anything in the user profile (first or last name, title)



A. Type the person's name.

Note: you can only send Cortext messages to other Cortext users in your directory (ies)

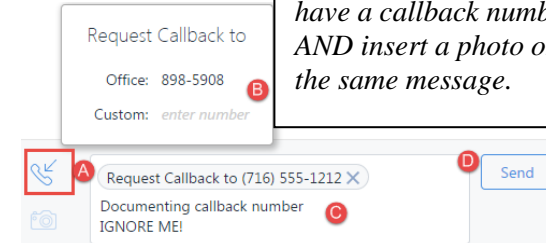
B. Type your message at the bottom of the New Message window

C. Click **Send**

Request Callback

A. Click on

NOTE: You cannot have a callback number AND insert a photo on the same message.



B. Your defined Office number will automatically populate. Click on **Custom** field to put in a different number. (will not be saved to your profile)

C. Type any additional message

D. Click on **Send**

To send a photo:

- 1) In a new message, click on
- 2) Select the photo from your computer or device.
- 3) Add optional text,
- 4) Click **Send**.

• Photos must be in JPEG format, with a maximum size of 260 KB.

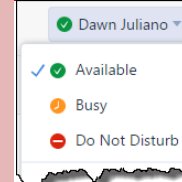
• Users on a mobile device can snap pictures and send them from within a message.

• You can't take a photo with the Desktop Application, but you can attach a photo that is saved to the computer.

• You can view and forward photos that you receive.

• A reduced version of the photo appears inside the message. To view it full-size, click the photo.

Changing Status



Busy – let's contacts know that you may not reply immediately

Do Not Disturb – Will not be able to send or receive messages

Desktop: click on your name in the upper right hand corner

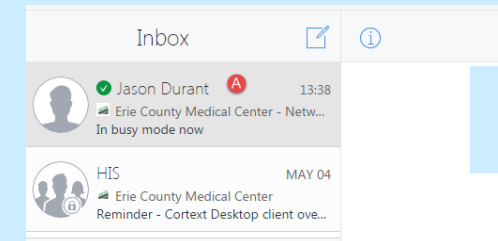
SmartPhone: Upper right corner of the app shows your status.

Click on the status indicator tap your choice

Mailbox Maintenance

Messages will stay in our mailbox for a system determined amount of time (usually between 2 weeks and a month)

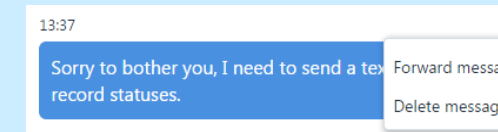
Deleting Conversation



A. Click on the person's name on the left of the Inbox

B. Click on the trashcan in the upper right hand corner of the inbox

Deleting single message



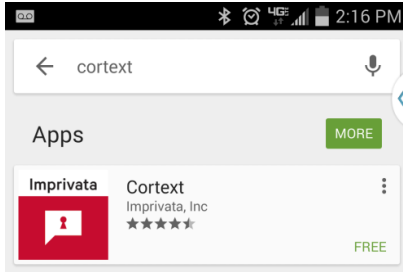
A. Click on the dropdown next to the message

B. Select **Delete message**

Getting Started

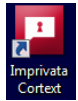
Mobile Application

1. Go to appstore (iTunes or Google Play) on your phone
2. Search for "cortex"



3. Select Cortex off the results list and click on **Install**
4. Click on **Accept**

Desktop Application



On your desktop you will have the Imprivata Cortex icon

Email Invitation

You must have an invitation emailed to you from the Cortex administrator to begin using. At ECMC your account will be assigned and logon information will be sent to you.

1. Open the email invitation.
2. Click **create an account now** and get started.
3. On the Imprivata Cortex page that opens, select **Create Account**
4. Log on with the ECMC account information you were given.

Navigation

A → Menu-Strip
B → Inbox — list of messages, read and reply to messages from your contacts, or compose new messages.
C → Status and Options
New Message space
D → Address to recipient
E → Type message



Cortex

Imprivata Cortex® is a HIPAA-compliant messaging application designed specifically for healthcare professionals. You can freely and efficiently exchange text messages and photos that include PHI (Protected Health Information), while remaining in full compliance with HIPAA requirements.

Imprivata Cortex® is available as an iPhone® or Android™ app that runs on smartphones and tablets, or as a desktop application that runs on a computer.



Created by: Dawn Juliano x5908 May, 2015

Notes

User Name: _____



EMR Hotline:
898-5601

IT Help Desk
898-4477