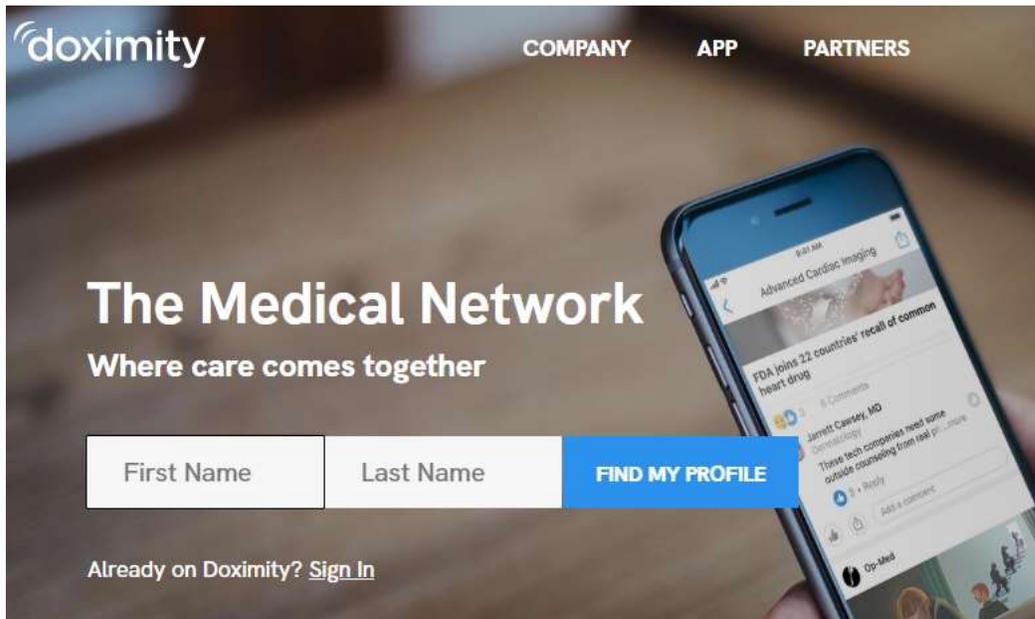

IT Training – Connecting your phone with Doximity

The purpose of this training is to help staff understand the process of using their personal smart phone to make calls through Doximity.

For All Staff

- 1.) Go to www.doximity.com enter in your first and last name and hit find my profile.

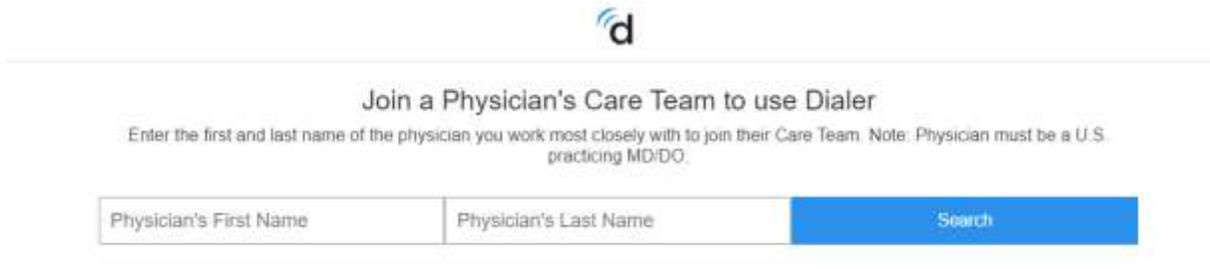


- 2.) Enter your information. Click on Next.

Create your Doximity Profile
Please complete all applicable fields to continue.

* First Name	* Last Name
* Occupation...	* Speciality...
Office address & contact numbers	
* Street Address	Suite
* Zip Code	
Office Phone	Ext
Office Fax	
Next	

- 3.) Continue to answer the questions to finish the set up for your account.
- 4.) After you finish with your account creation. Go to www.doximity.com/care_team/members

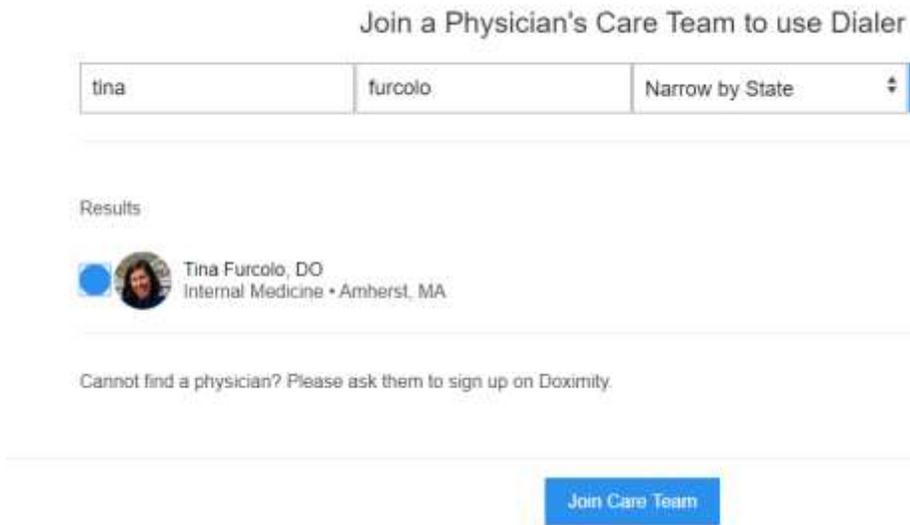


The screenshot shows the Doximity logo at the top. Below it is the heading "Join a Physician's Care Team to use Dialer". A sub-heading reads: "Enter the first and last name of the physician you work most closely with to join their Care Team. Note: Physician must be a U.S. practicing MD/DO." There are two input fields: "Physician's First Name" and "Physician's Last Name", followed by a blue "Search" button.

- 5.) Enter the following provider for your home center

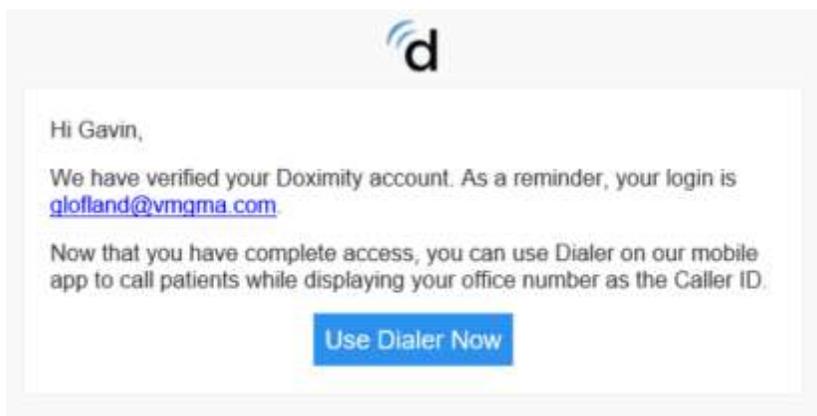
EHC: David Slack
NHC: Steven Esrick
GHC: Paul Carlan
AMC: Tina Furcolo

- 6.) Select the providers profile and click join care team

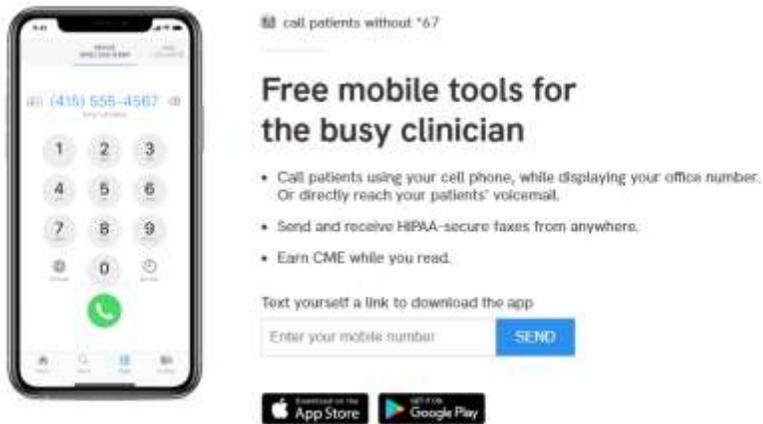


The screenshot shows the same "Join a Physician's Care Team" interface. The search fields contain "tina" and "furcolo". A dropdown menu is set to "Narrow by State". Below the search bar, under the heading "Results", there is a profile for "Tina Furcolo, DO" with a profile picture and the text "Internal Medicine • Amherst, MA". At the bottom of the results section, there is a blue button labeled "Join Care Team".

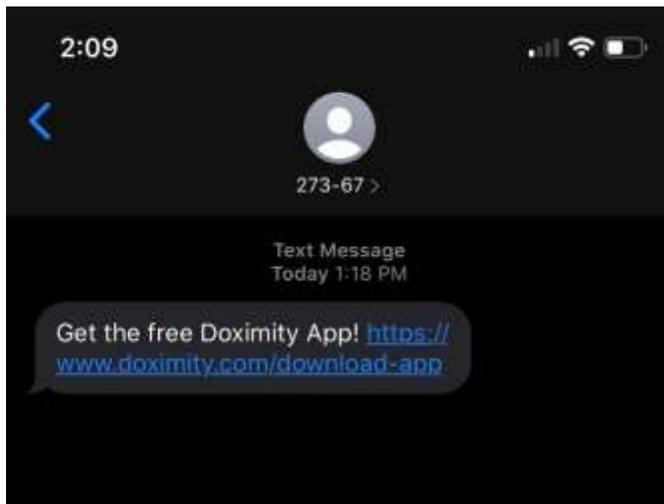
- 7.) After you have joined the providers care team you should receive an email saying your account has been verified. In that email there is a box that says Use Dialer Now, click on that link.



8.) On that page enter in your cell phone number and click send.



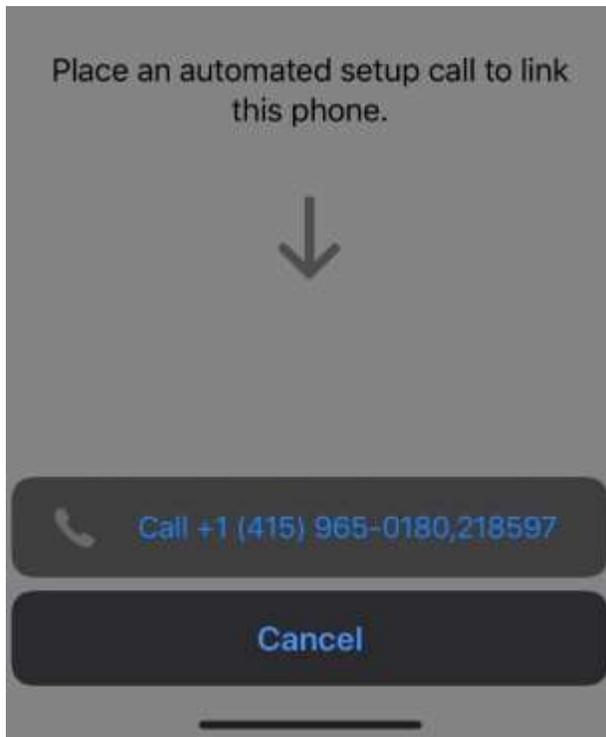
9.) You will receive a text with a link from Doximity. That link will take you right to your app store to the Doximity app. Download the app.



10.) Open the app on your phone and sign in. Click on the Dialer option on the bottom menu. Then tap Link My Phone.



11.) You will be prompted to call an automated number to finish the setup.



12.) After that call you will be able to make call that look as if they are coming from the Office. Your personal phone number will not show up on the caller id for the person you are calling.