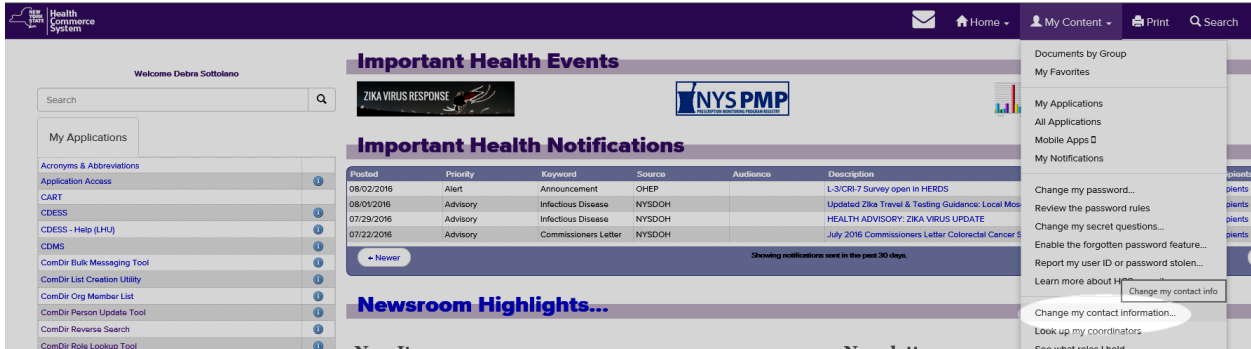


Attachment: Instructions for updating personal contact information on the Health Commerce System (HCS)

1. This is accomplished easily when logging into the HCS homepage by clicking on the “My Content” tab in the purple menu bar, and then scrolling down to the choice labeled, “Change my contact information” (see screen picture below). If you have trouble with your HCS account login, please contact: 866-529-1890 for assistance.



2. Alternatively, your HCS Coordinator can update this information on your behalf.
3. When updating your contact information on the “Emergency Contact Information” tab (highlighted in blue below), we are requesting that you enter the phone number of the device at which you can most reliably be reached, e.g., your cell phone, in the Phone 1 field for Business Hours contacts, and also in the Phone 1 field for the Non-Business Hours Contacts. This information will work best with the way the HCS Notification System functions and will give us the best result in contacting you whenever it may be necessary.

The information in this section comes from the user's account profile and can only be changed by CAMU - please call 866-529-1890

First Name : **Your first name** Middle Name : Last Name : **Your last name** HCS User ID : **Your HCS User ID**
 Primary Organization : **Your primary facility or medical license type**

Important instructions for filling out this form:
 (1) Be sure to enter all information for required fields in both the Business and Emergency sections on this screen.
 (2) * Indicates required information.

Business Contact Information **Emergency Contact Information** Profession Information MFA Information

Do you want your coordinator to be able to update this information? (default is yes) Yes No

In the event of an emergency (Drill or Notification) we will attempt to contact you at all six numbers
 Phone 1 is called first, Phone2 is called second, then Phone3.

Business Hours (8 AM - 5 PM, Monday to Friday)		Non-Business Hours (5 PM - 8 AM, Monday to Friday and Weekends)	
Phone 1 * <input type="text" value="###-###-####"/>	Type <input type="text" value="mobile device"/>	Phone 1 <input type="text" value="###-###-####"/>	Type <input type="text" value="mobile device"/>
Phone 2 <input type="text"/>	Type <input type="text" value="Please Pick"/>	Phone 2 <input type="text"/>	Type <input type="text" value="Please Pick"/>
Phone 3 <input type="text"/>	Type <input type="text" value="Please Pick"/>	Phone 3 <input type="text"/>	Type <input type="text" value="Please Pick"/>
Fax * <input type="text" value="###-###-####"/>		Fax <input type="text"/>	
Email = <input type="text" value="primary email address"/>		Email <input type="text" value="secondary email address"/>	

NOTE : SMS messages can only be sent to mobile phones. Your normal billing rates will apply.

SMS Number Network Provider

Submit **Reset**

4. Please also be sure to provide redundant phone numbers in the Phone 2 and Phone 3 fields for both Business and Non-Business Hours if available, and complete the fields for email address, SMS text (which is your cell phone number and the service provider/carrier, e.g. AT&T Wireless).