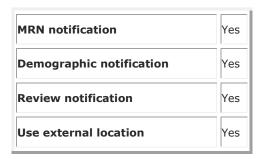**Guidelines for Setting your Preferences in ATV**

You can set your e-mail notification preferences under the "Preferences" tab in the ATV system.

- Select Preferences on left side
    - The first three values below indicate whether or not you wish to receive notification by email for:
        - Assignment of MRN when a new patient is created in CRIS
        - Demographic Change request is updated in CRIS
        - Patient Travel Exception Review for Financial Needs Assessment completed
- EXT-LOC

    This value will allow selection of an external location for new patients and will prompt when the New Patient button is selected. You may modify preferences by clicking the Edit link below.

MRN notification	Yes
Demographic notification	Yes
Review notification	Yes
Use external location	Yes