



How to's and FAQs for Clinician staff



Help Topics

- Sign up
- Setting notification preferences
- Keeping your information up to date (Profile)
- Log in options: Mobile vs Web
- Viewing your Schedules: Desktop and Mobile App
- Setting Availability / Viewing open shifts to Claim
- Submitting expenses
- Receiving Pay Statements

Sign up



It is best to sign up from your mobile device!

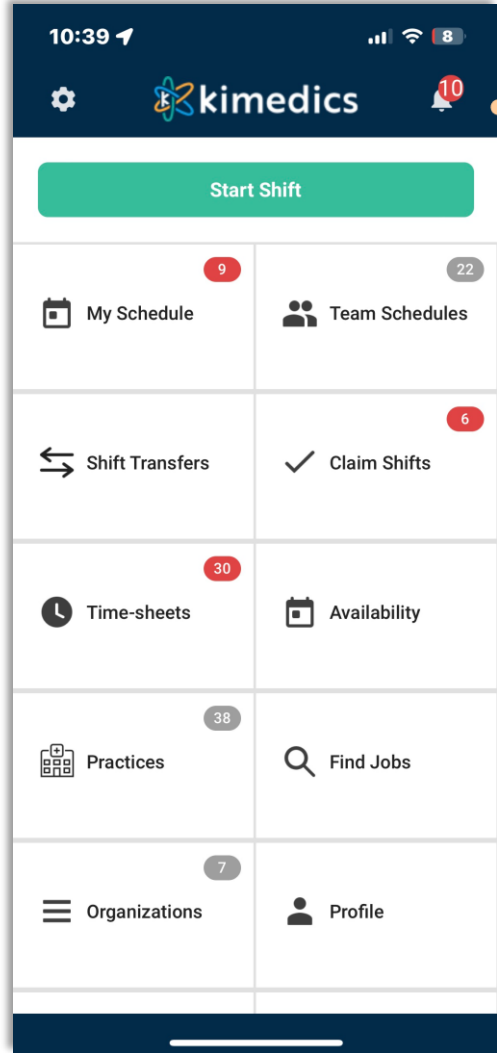
Coaxion will send you an Invite to your email that will come from Kimedics. Use the links in the invitation email to download the app to your phone. You can also get the links in Apple store or Google play

- <https://apps.apple.com/us/app/kimedics/id1488519784?ls=1>
- <https://play.google.com/store/apps/details?id=com.kimedics.Kimedics>


Go to Sign Up to add your information* then click **Sign up!**


*you will need your NPI

First things first! Set preferences

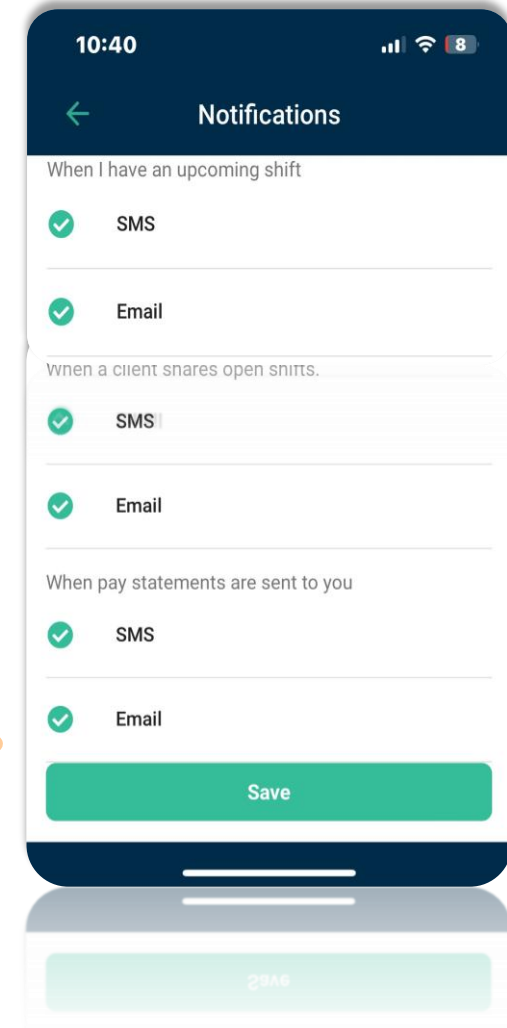


Once signed in...

 Open Notifications in the upper right corner and approve the connection with Coaxion

 Open settings in the upper left corner to choose your preferences

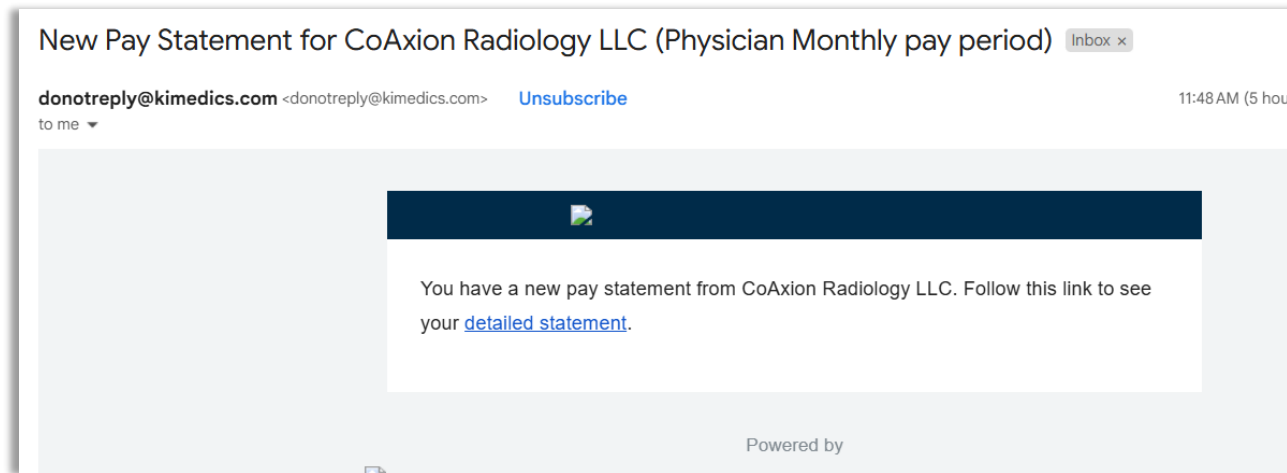
To receive Pay Statements!



Pay Statements

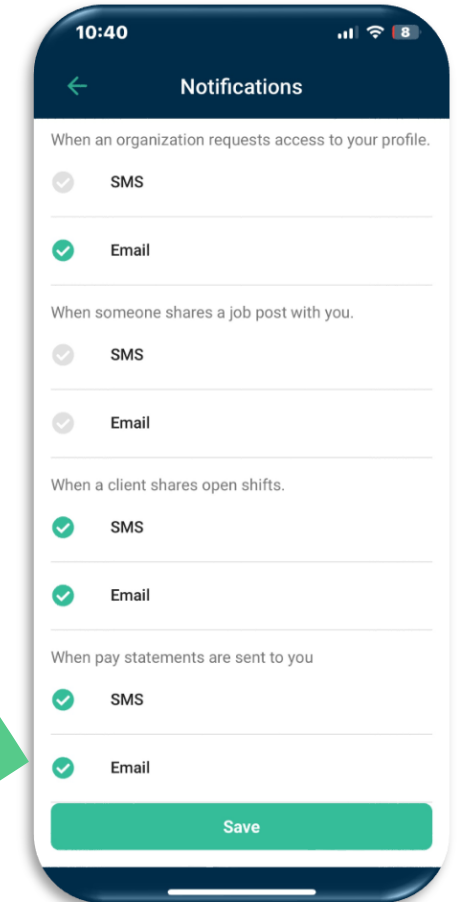
To retrieve your Pay statement, you will receive link via secure email from Kimedics.

From: donotreply@kimedics.com



Click the link in the email or text to open and download.

**Notification
must be set!**



Lets show you around!

Mobile app vs Desktop



Mobile app vs Desktop

Mobile app gives more options

- **Initial Sign up**
- Set Notification preferences
- Availability / Preferred dates
- Claim Shifts
- View schedule list with details
- View Team schedules
- Provider Phone #'s
- Submit Expenses
- Transfer / Swap shift

Desktop

- Set Notification preferences
- Update personal information
- Upload credential documents
- My Calendar
- Team Calendar

Desktop: Update your Profile

<https://portal.kimedics.com>

Profile in the left toolbar

Go to **General** to update demographics:

- Mailing address
- Contact info
- Emergency Contact

The screenshot shows the Kimedics portal interface. On the left, a dark blue sidebar contains the 'Profile' menu item, which is highlighted with a red rectangular box. The main content area is divided into two sections. The top section, 'Base application', lists several items with their completion status: 'General' (Completed, highlighted with a red box), 'Citizenship' (Incomplete), 'Identification Numbers' (Completed), 'Licenses' (Completed), 'Specialty' (Completed), 'Experience' (Completed), and 'Affiliations' (Completed). The bottom section, 'General', displays the user's name 'Mic McGrath' and the last saved date 'Feb 11, 2025 4:33 AM'. Below this, the 'Contact Info' section includes fields for 'First Name' (Mic), 'Primary Specialty' (Internal Medicine), 'Home Address' (1313 Pennsylvania Ave), 'City' (Wallah wallah), and 'Zip Code' (98765-____).

Desktop: Navigation

Log in on the web: <https://portal.kimedics.com>

- My Schedule: Your calendar
- Team Schedule: Team calendar
- Time sheets: Submit time* check with Acct management how to communicate?
- Credential alerts: Shows expiring credentials
- Documents: Document library
- **Profile: Demographics and credentials**

The screenshot displays the Kimedics portal interface. On the left is a dark blue sidebar with navigation links. The main content area is light gray and shows the 'Base application' section with a list of items and their completion status. A red box highlights the 'General' item, which is marked 'Completed'. Another red box highlights the 'Profile' link in the sidebar. The rightmost section contains a form for 'General' information, including fields for First Name, Primary Specialty (set to 'Internal Medicine'), Home Address (1313 Pennsylvania Ave), City (Wallah wallah), and Zip Code (98765-_____).

Base application
General Completed
Citizenship Incomplete
Identification Numbers Completed
Licenses Completed
Specialty Completed
Experience Completed
Affiliations Completed

General
Last saved Feb 11, 2025 4:33 AM

Contact Info

First Name
Mic

Primary Specialty
Internal Medicine

Home Address
1313 Pennsylvania Ave

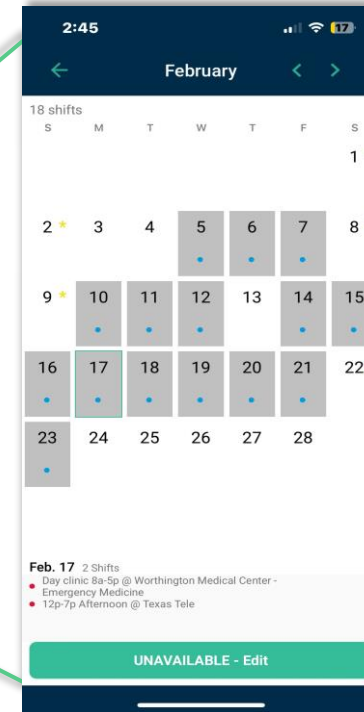
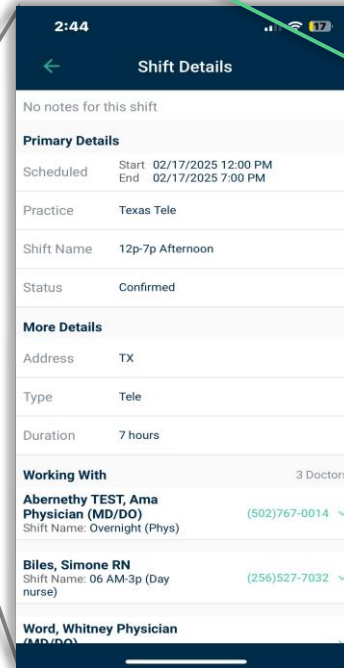
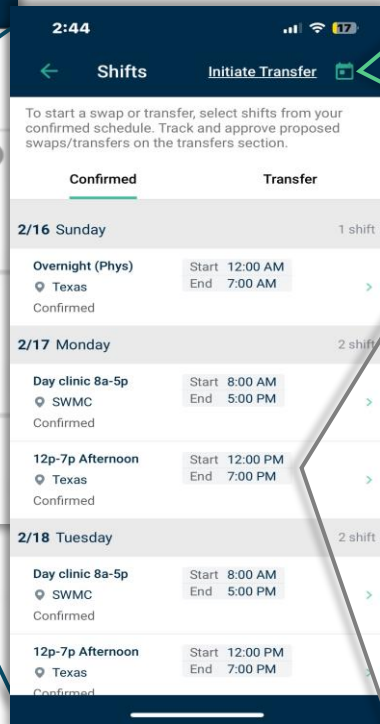
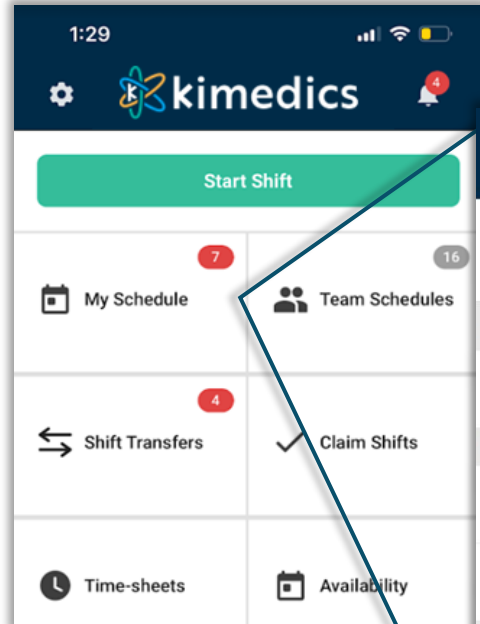
City
Wallah wallah

Zip Code
98765-_____

Desktop: My Schedule

Lukas Burton						
< February 2025 >						
Shift All ▼ Type All ▼ Day/Night All ▼						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 January	27 January	28 January	29 January	30 January	31 January	01 February
02	03	04	05	06	07	08
09	10 • NMC Mammo On Site Burton, Lukas MD • NMC On Site (8a-5p) Burton, Lukas MD	11 • NMC Mammo On Site Burton, Lukas MD • NMC On Site (8a-5p) Burton, Lukas MD	12 • NMC Mammo On Site Burton, Lukas MD • NMC On Site (8a-5p) Burton, Lukas MD	13 • NMC Mammo On Site Burton, Lukas MD • NMC On Site (8a-5p) Burton, Lukas MD	14 • NMC On Site (8a-5p) Burton, Lukas MD	15
16	17	18	19	20	21	22
23	24	25	26	27	28	01 March

Mobile: My schedule



Default opens to your shifts in a list format



Or use the calendar icon to open your calendar view

Tap on a shift to see details, notes, who else is on the schedule with phone#

Mobile: Setting Availability

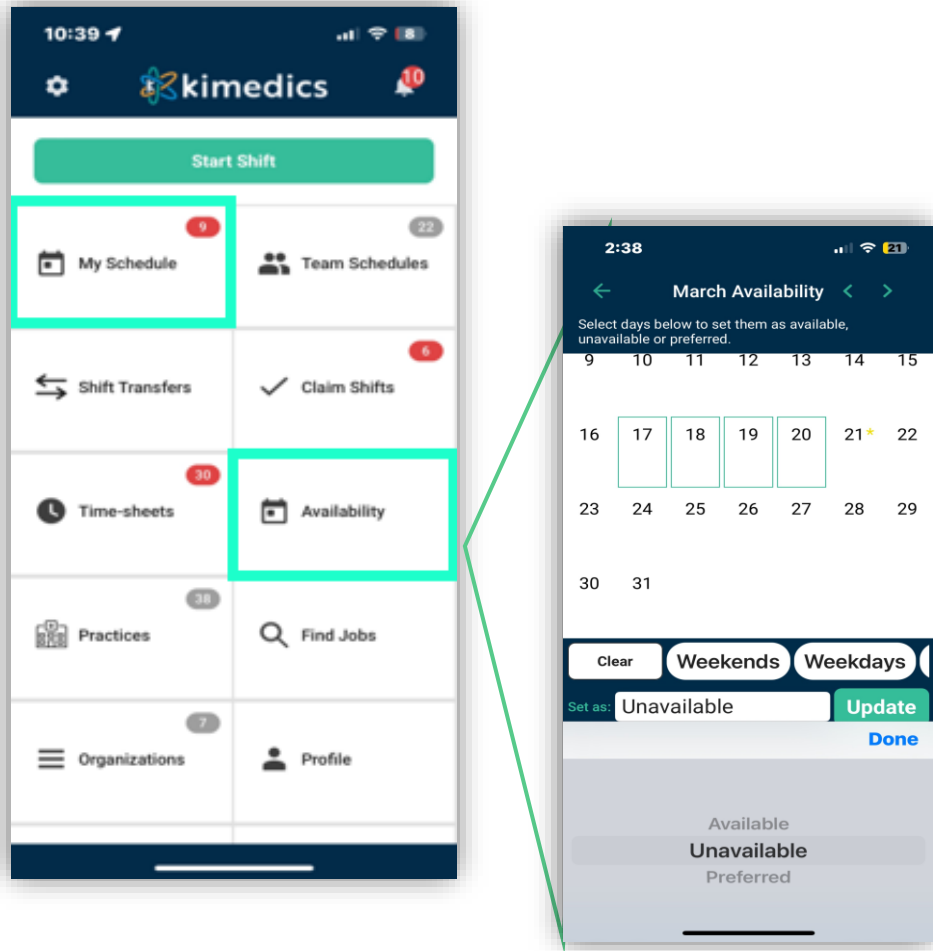
Update in the **Availability** tile or by opening the calendar  icon in **My Schedule**

Availability statuses

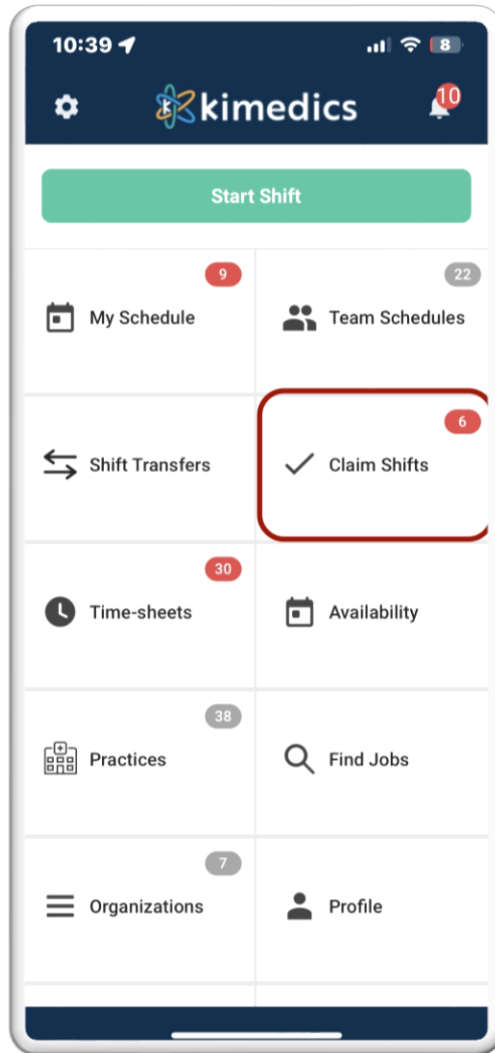
- **Unavailable**: Grays out the date(s)
- **Preferred**: inserts a ★
- **Available**: Default status. No shading or icons

To update status by date

- Tap dates on the calendar to update. Selected dates have a green outline
- Scroll to the Set as options at the bottom
- Tap **Update**



Requesting shifts (Claiming)



Use this option to request specific shifts by name or time

When You receive a notification saying “**Open Shifts shared...**” you can request those shifts by **Claiming** them in the App

Open **Claim Shifts**

✓ Select the month

✓ Scroll through dates and tap on the shifts to Claim

Submit

when you are done

This Does not automatically assign you the shift. You will receive a **Schedule Updated** notification when it is published.

Submitting Expenses in the App

Download receipts from email / take photos of receipts

Open **Timesheets**:

Add expense

1.Practices: Select Coaxion Radiology

2.Paycode: Select '**Other**' for licenses & credentialing fees

🚗 **Mileage:** enter miles under **Units**

3.Amount: \$

4.Transaction date: Keep the default date

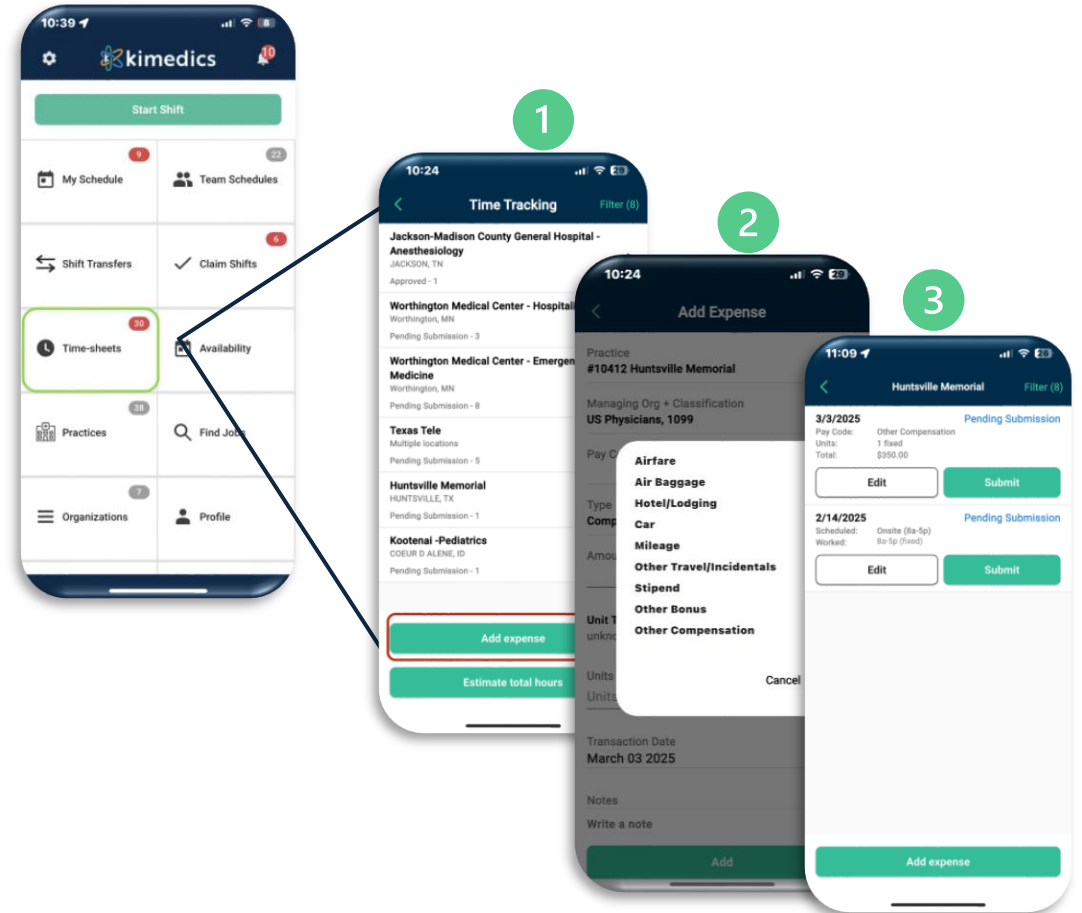
5.Note: as needed

6. Add receipts 📎

📎 ios requires photos to be saved the '**Files**' instead of Photos

once everything is added

Submit



FAQ's

- Anne> Get with your teams! What are the most common questions we did not cover?
- Mobile vs Browser:
- [Kimedics Help center](#)

Thank you

For additional questions

support@kimedics.com

support@coaxionradiology.com

