kimedics

How today's workforce connects

How to's and FAQs for Clinician staff

COAXION RADIOLOGY SOLUTIONS

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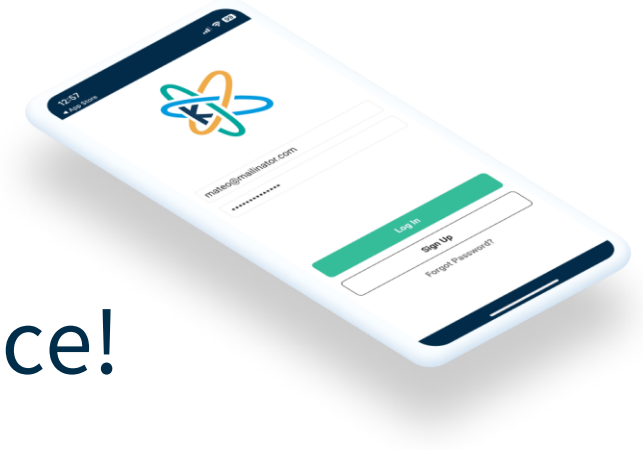
Help Topics

- 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!

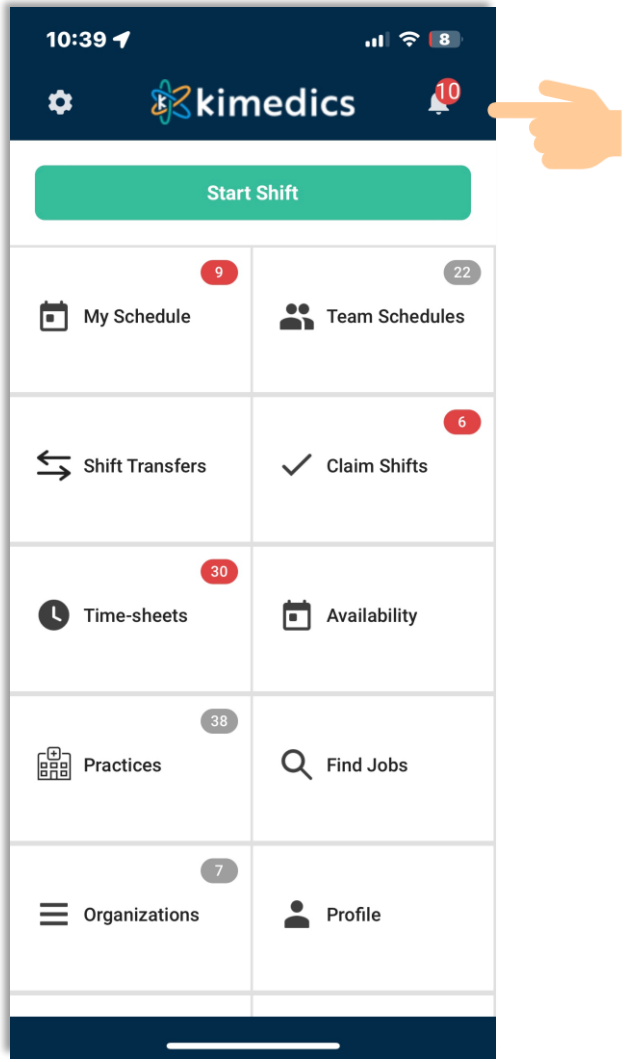
Coaxion will send you an Invite to your email that will come from Kimedics. Use the links in the invitation email to download the app to your phone. You can also get the links in Apple store or Google play

- 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

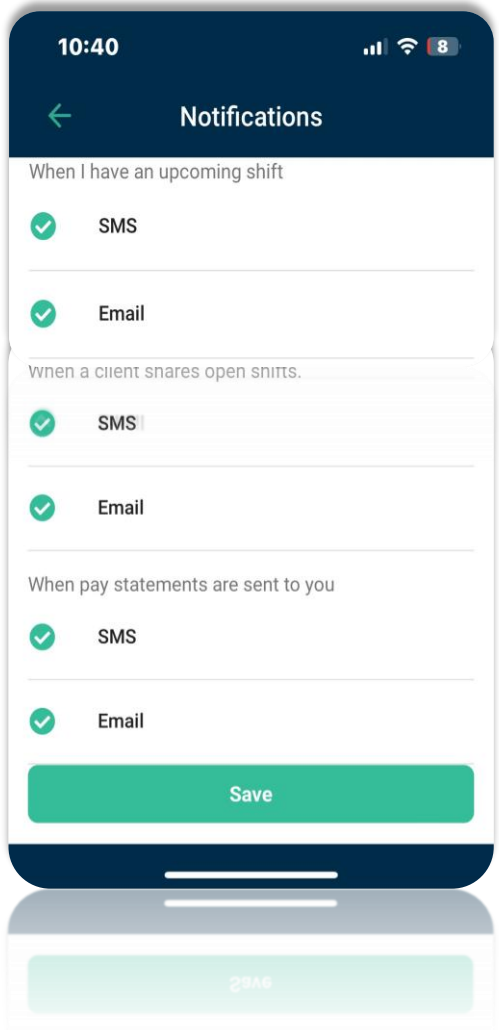
First things first! Set preferences



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!

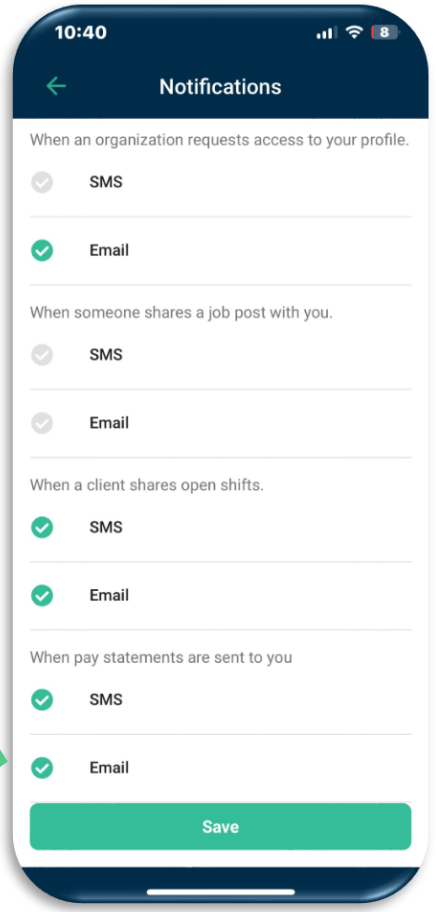


Pay Statements

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

From: donotreply@kimedics.com

Notification must be set!



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

Lets show you around!

Mobile app vs Desktop

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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

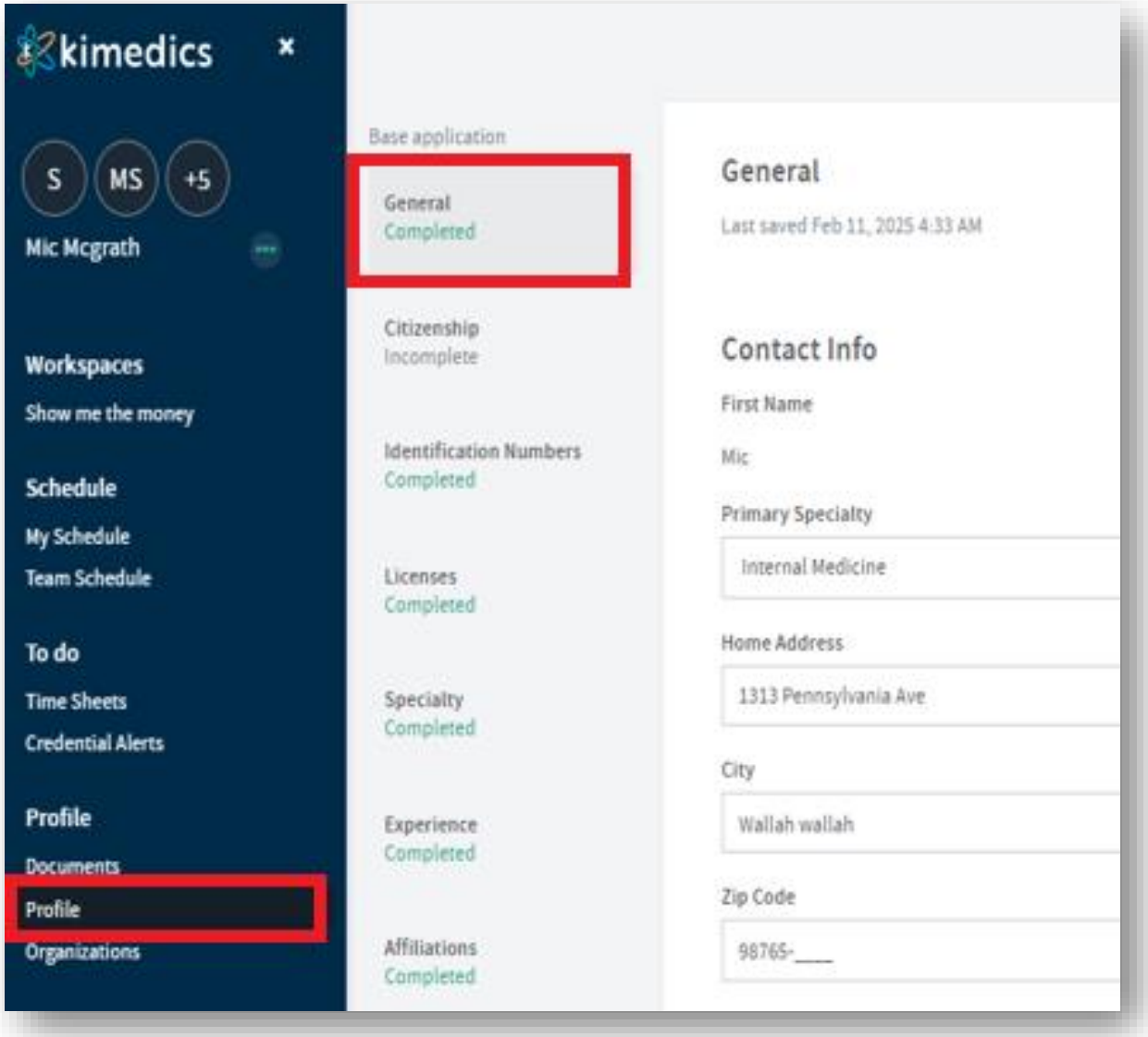
Desktop: Update your Profile

https://portal.kimedics.com

Profile in the left toolbar

Go to **General** to update demographics:

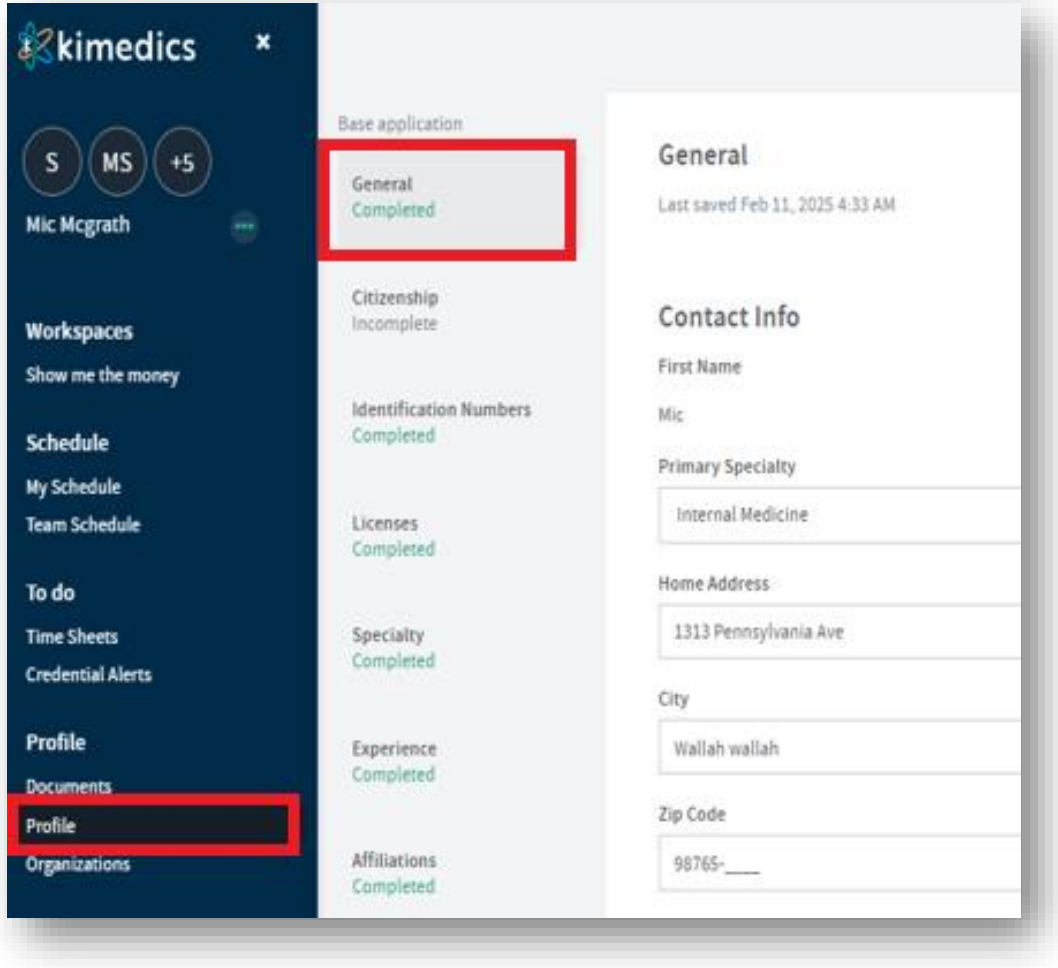
- Mailing address
- Contact info
- Emergency Contact



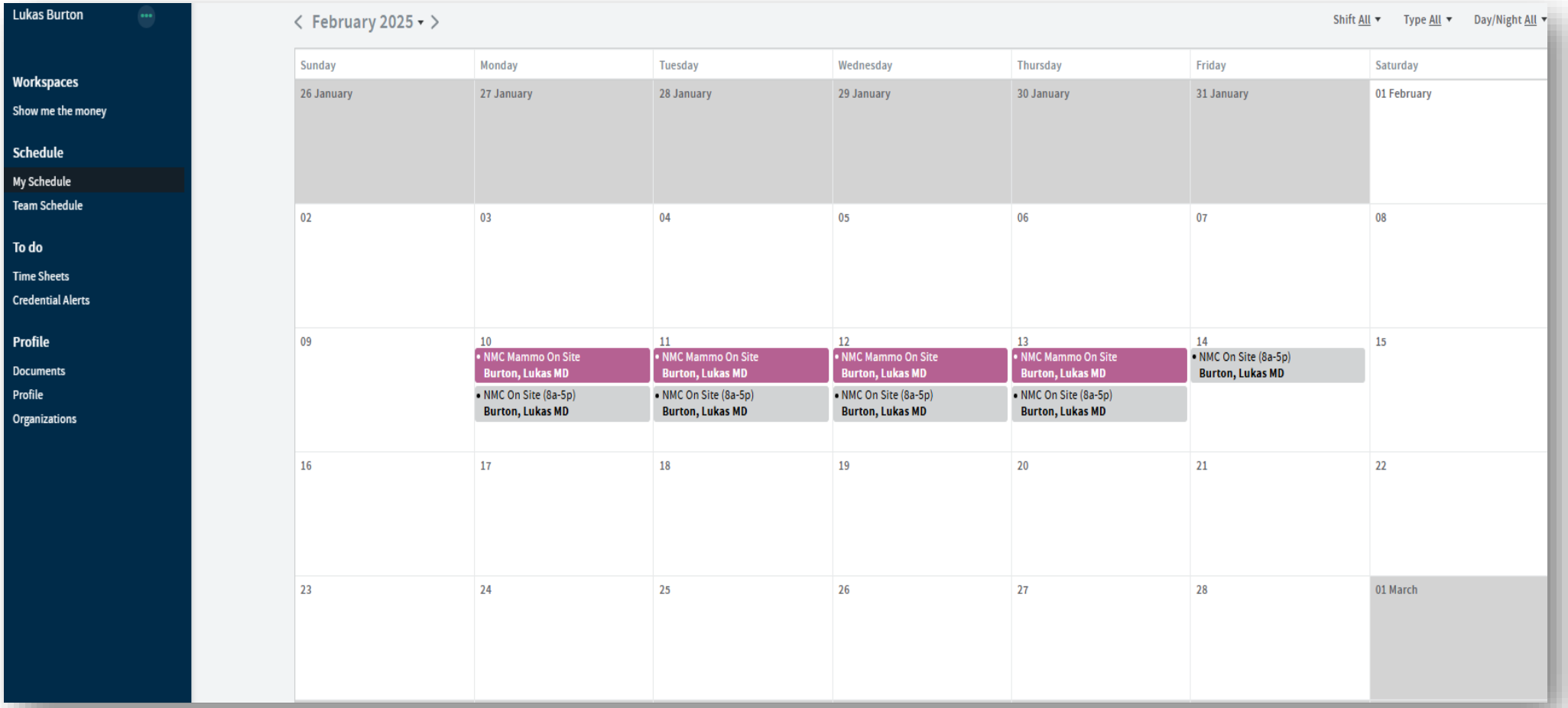
Desktop: Navigation

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

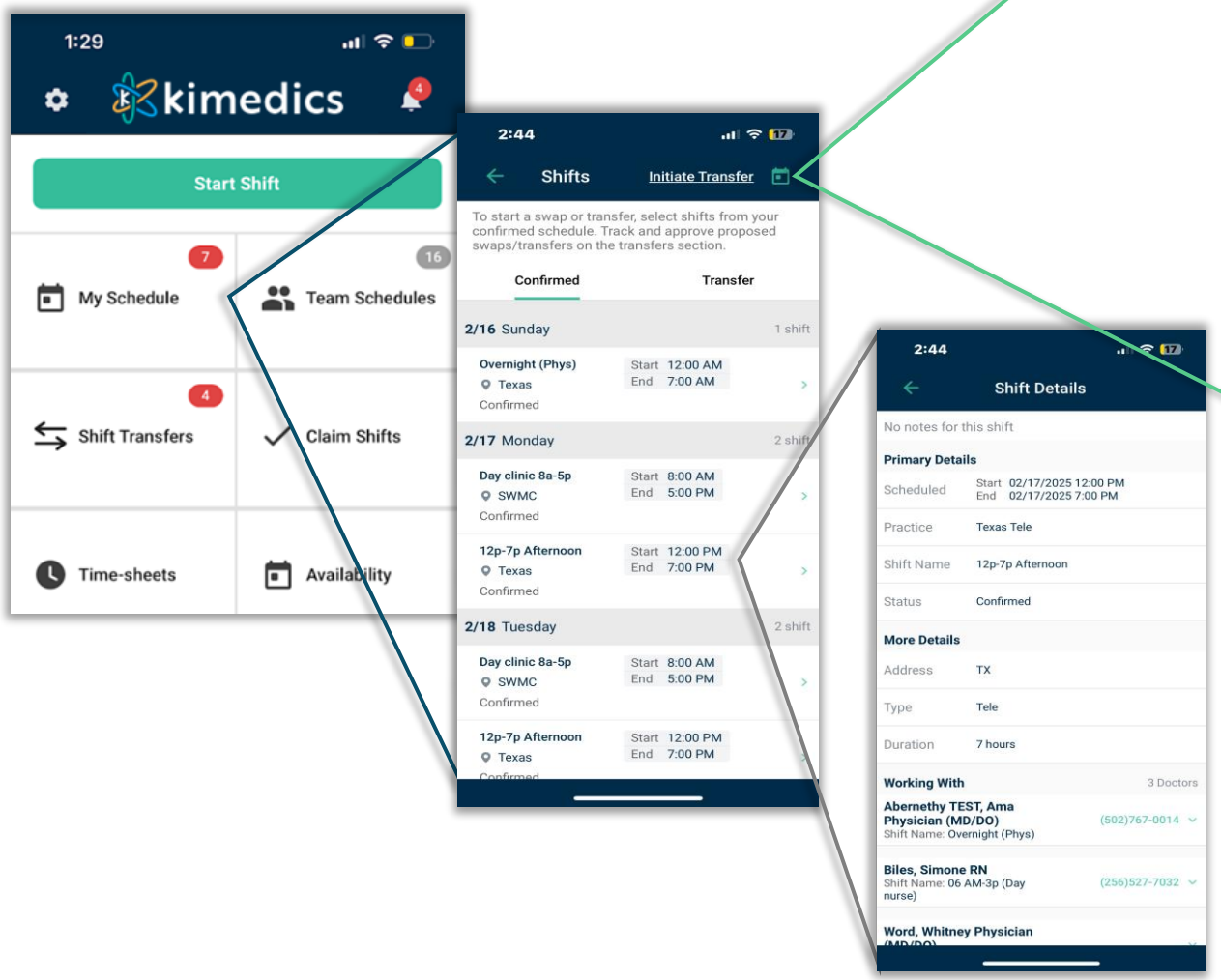
- My Schedule: Your calendar
- Team Schedule: Team calendar
- Time sheets: Submit time* check with Acct management how to communicate?
- Credential alerts: Shows expiring credentials
- Documents: Document library
- **Profile: Demographics and credentials**



Desktop: My Schedule



Mobile: My schedule

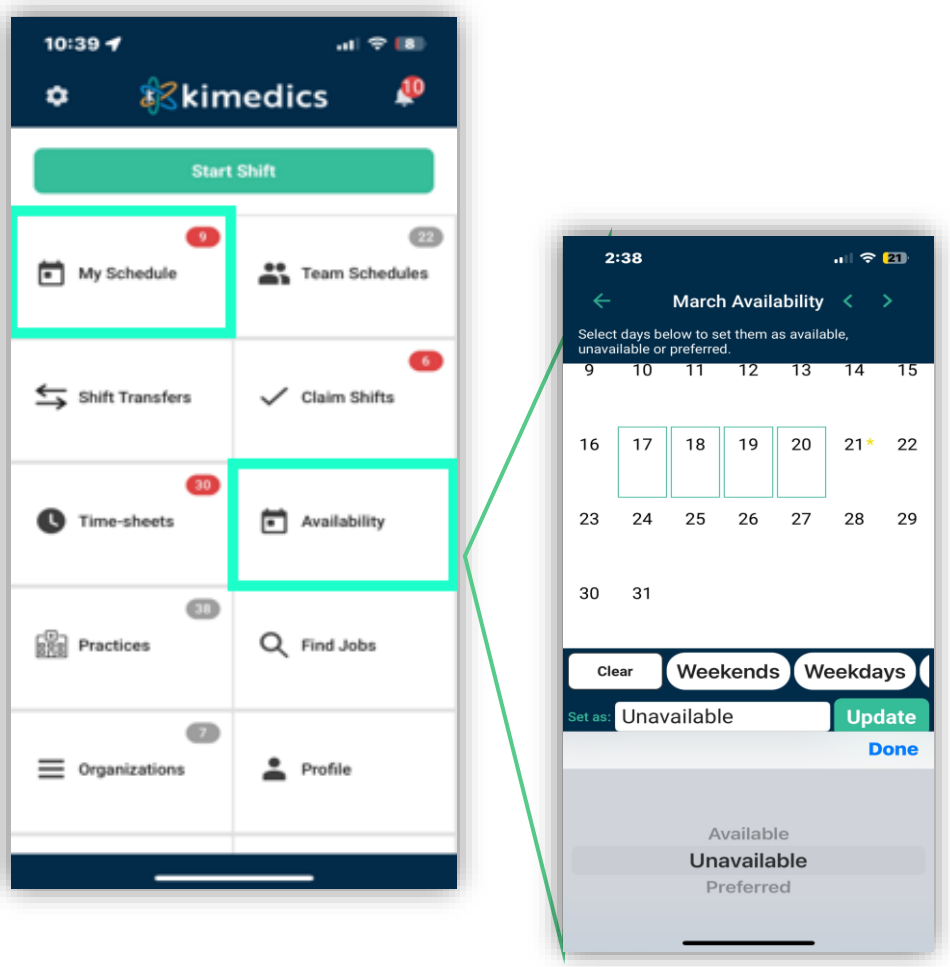


Default opens to your shifts in a list format

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***

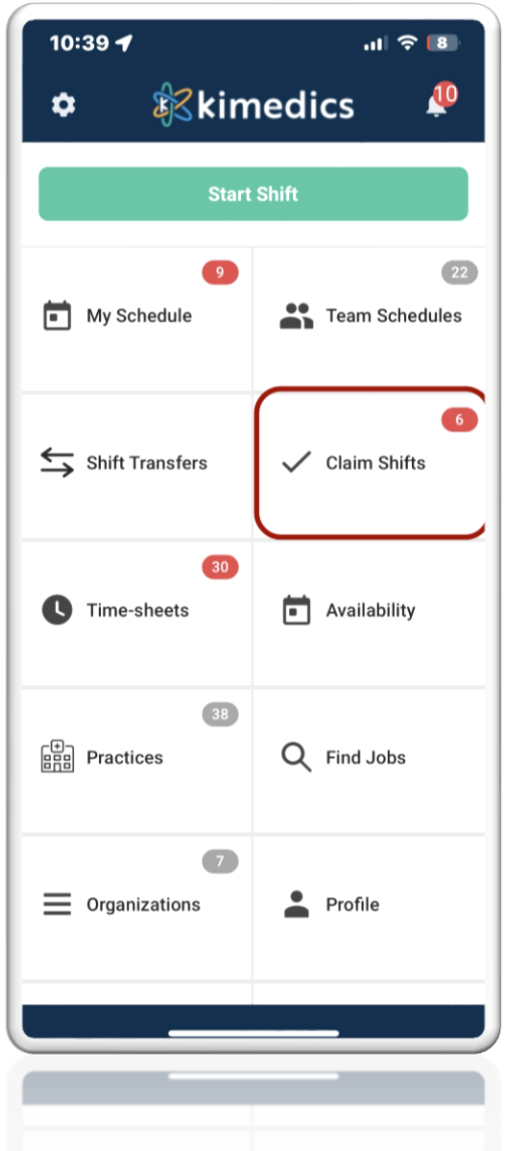
Availability statuses

- **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: *$*

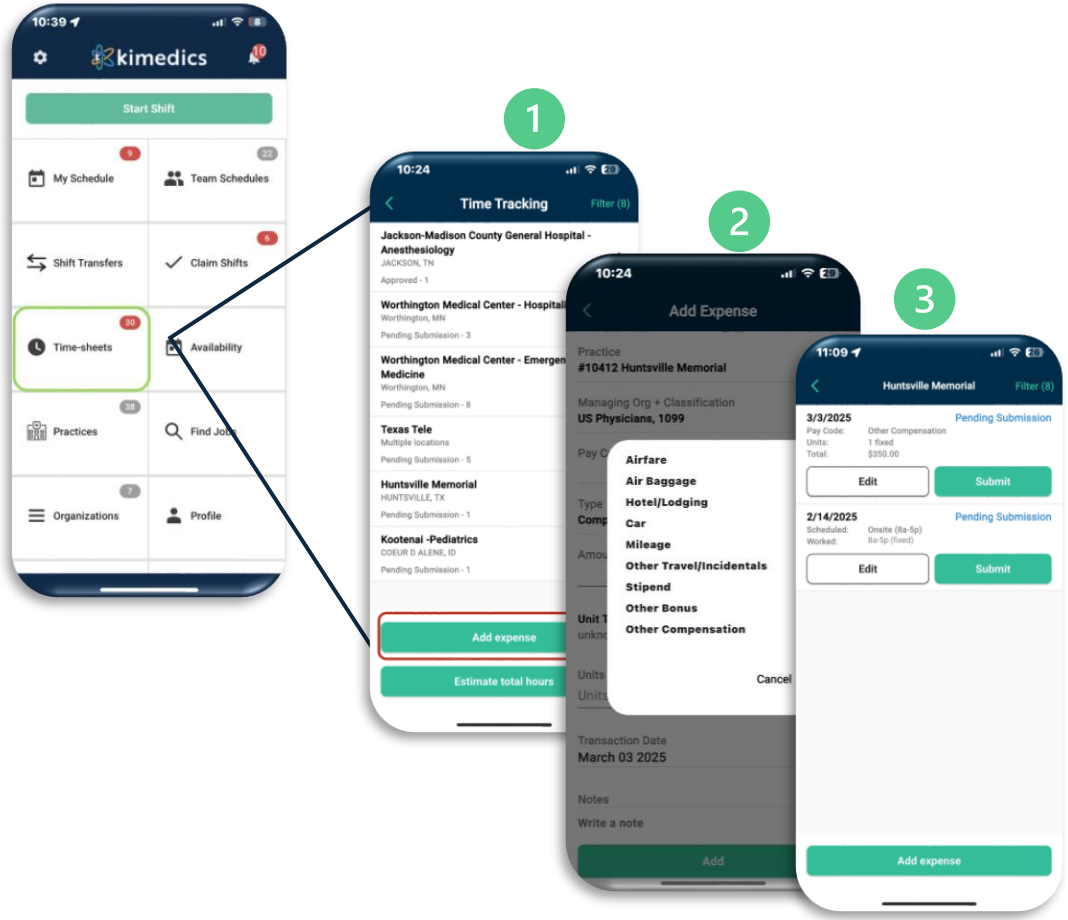
4.Transaction date: *Keep the default date*

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

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