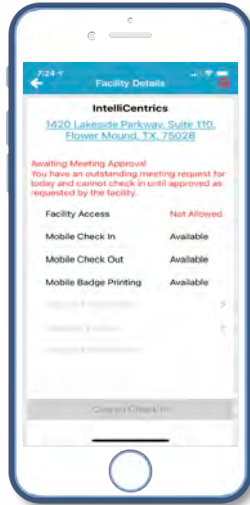


SEC³URE Link Subscriber Quick Start Guide

HOW TO TELL WHEN A MEETING IS REQUIRED



Navigate to Facilities -> My Facilities when logged in to www.sec3ure.com.

The calendar icon identifies facilities that require you to have an approved meeting prior to coming onsite or conducting an online meeting.



On Mobile – click on facilities in the left navigation and see requirements.

WHY DOES A FACILITY REQUIRE MEETING APPROVAL?

COMPLIANCE

Ensures that the hospital is protected for fraudulent Medicaid claims, insurance violations or contagious outbreaks

CONTROL

Know who is coming to the hospital and when. Ensures that traffic is minimized while allowing you to efficiently conduct your business.

TRACKING

Know who is meeting with whom – both virtually and in person. This enables better control of spending and introduction of new products.

INSIGHTS

Link for Procedures gives you insights into how you are spending your time at hospitals and a history of meetings with individuals.

DIFFERENT TYPES OF MEETINGS



ONLINE MEETING

Request for a specific date and time. On approval, hospital must enter a meeting link which will be seen by requestor 15 mins prior to meeting.



IN PERSON MEETING

Request for a specific date and time or a range of days. On approval, requestor is allowed entry for that time period.

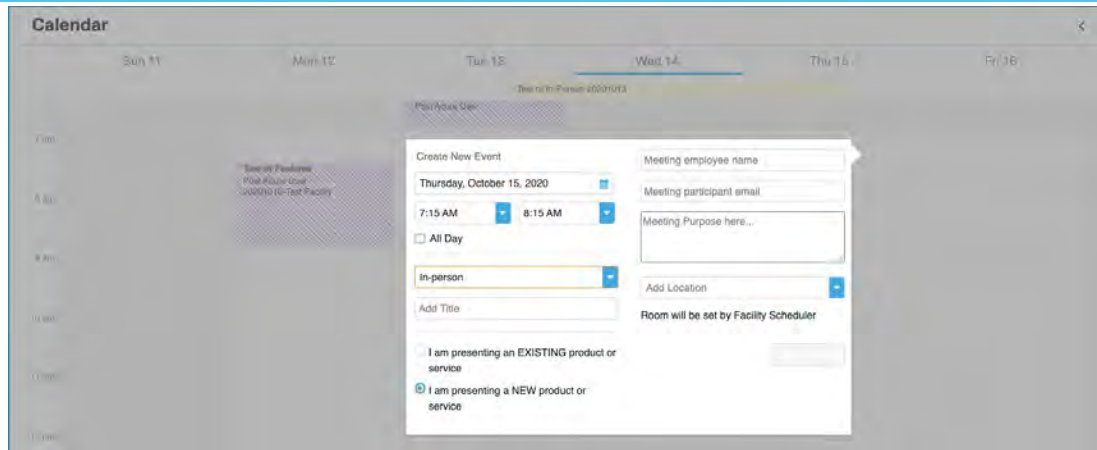


PROCEDURE

Request from the hospital to all participants in the procedure stipulating what the procedure is, when it is scheduled, and what tray is needed.



HOW TO REQUEST A MEETING



- 1 Click on Calendar to get to the scheduler page and then click on Request Meeting or the time slot on the calendar that you are interested in.
- 2 Fill in the necessary information. Fields marked "Required" must be filled in prior to submitting the form.
- 3 On submittal of the form, a check is made to ensure you meet all of the policy and credential requirements for the facility. If one or more requirements are not met, you are presented with a message explaining the requirements to be met.
- 4 You will receive a confirmation email that the request has been completed. Once reviewed by the hospital you will receive a message informing you of the approval or rejection and any additional notes.
- 5 You can go back and see the notes or changes to the meeting request at any time. For virtual meetings, you will see a button for [Check in](#) 15 minutes prior to the start of the meeting and you will be connected to the meeting.

Compliance is also validated prior to the meeting during the check-in process for virtual meetings or using the kiosk/SEC³URE GO! Badge for in-person meetings.

If you are not able to request a meeting or can't check-in on the day of the meeting check your compliance for the facility!

HOW TO GET HELP

PHONE
 Monday – Friday
 6a – 6p CT
 1-817-732-3873

CHAT
 Monday – Friday
 6a – 6p CT
 www.SEC3URE.com

EMAIL
 Customerservice_us@
 intellicentrics.com

Customer Support is available to all staff at the hospital and all vendors. We are here to support you for all compliance needs.