

IODINE SET UP AND USAGE GUIDE

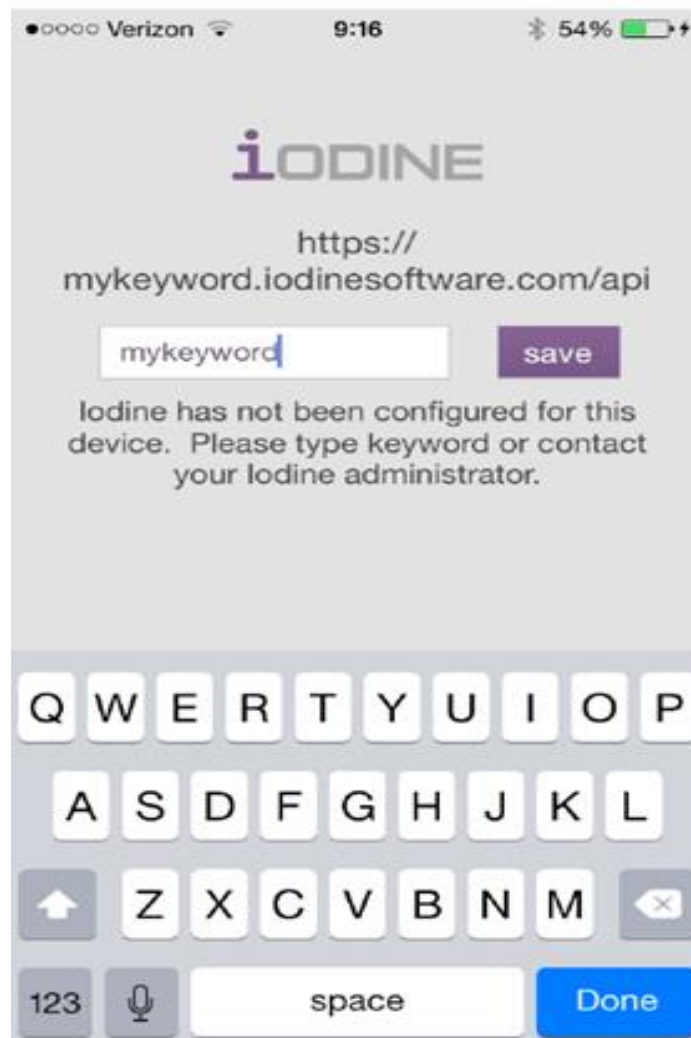
Everything you need to know to access, load and use Iodine on your mobile device for secure texting.

ACCESS

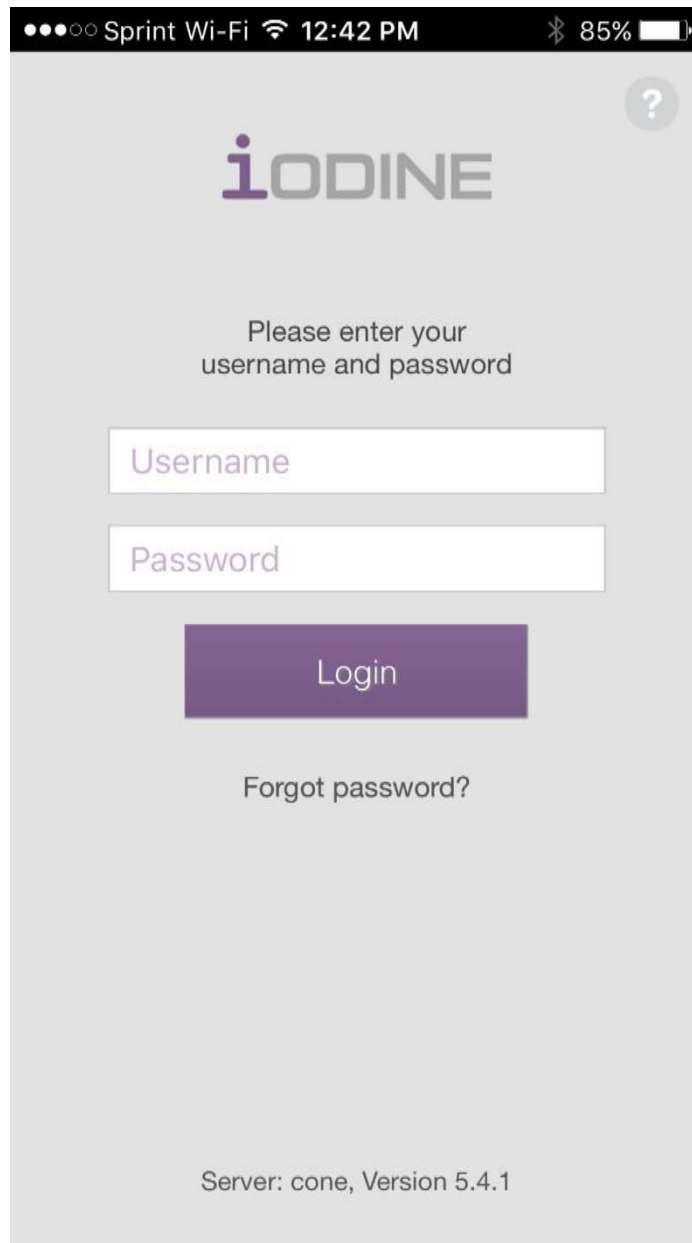
1. From an Apple device (iPhone, iPad, iPod Touch) or Android phone or tablet, search for **Iodine** in the App Store or Google Play. Download and open.



- The keyword page appears. Enter **CONE** in the space provided, then tap **save**.



- The Iodine log-in page appears. Enter your Cone Health user name and password.

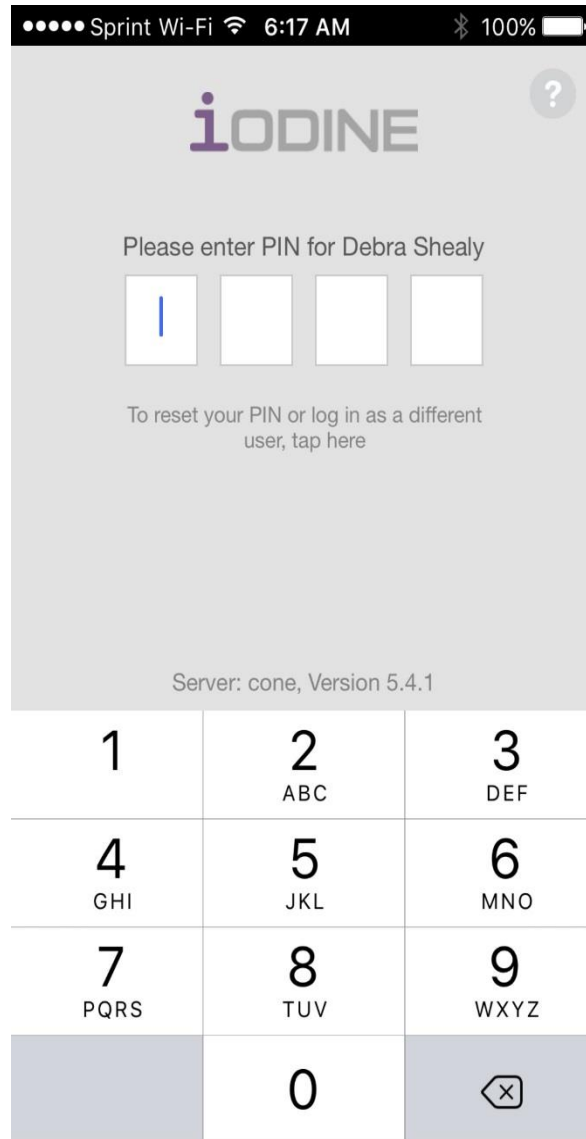


If you are denied access, your password may have expired. You cannot change your Cone password in Iodine.

Call Cone Health IT Service Desk at 336-832-LINK (5465) or 336-832-7242 for further assistance.

CREATE A PIN FOR FASTER ACCESS

The first time you log in to Iodine from a mobile device, you are prompted to create a **PIN**. This four-digit number allows a log in to **Iodine** without typing your user name and password every time. Use this **PIN** for quick in and out app access. Because it's secure, auto log-out after no activity will occur quickly.



Sprint Wi-Fi 6:17 AM 100%

iODINE ?

Please enter PIN for Debra Shealy

1 2 3

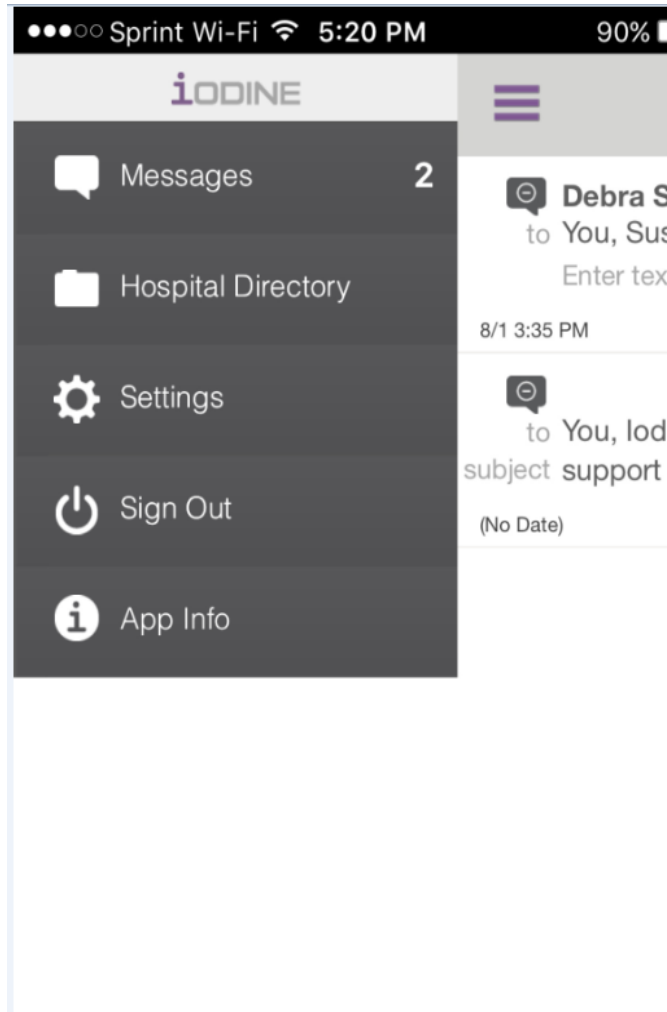
To reset your PIN or log in as a different user, tap here

Server: cone, Version 5.4.1

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	⌫

IODINE MENU

- Right-swipe (or tap the menu icon) to open the Iodine menu.



Menu for THN Members

Messages – Send and receive messages here

Hospital Directory – List of other Cone Health and THN providers with access to Iodine

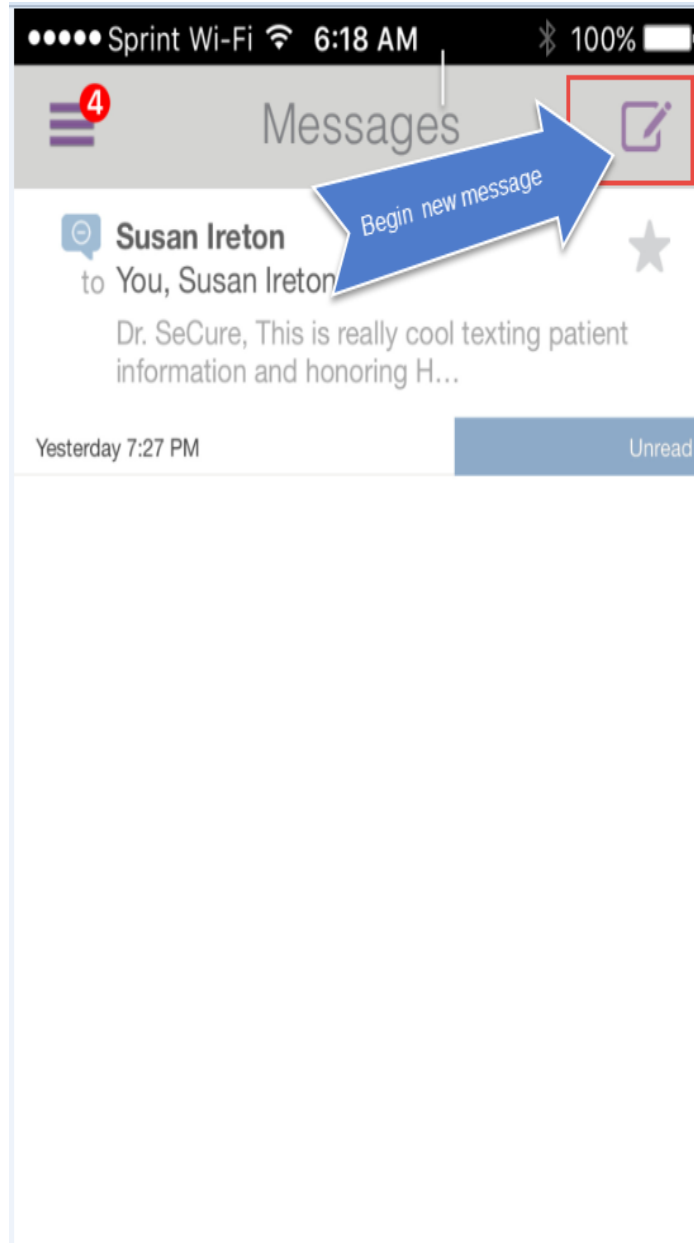
Settings – See later in this document

Sign Out – Sign out of Iodine

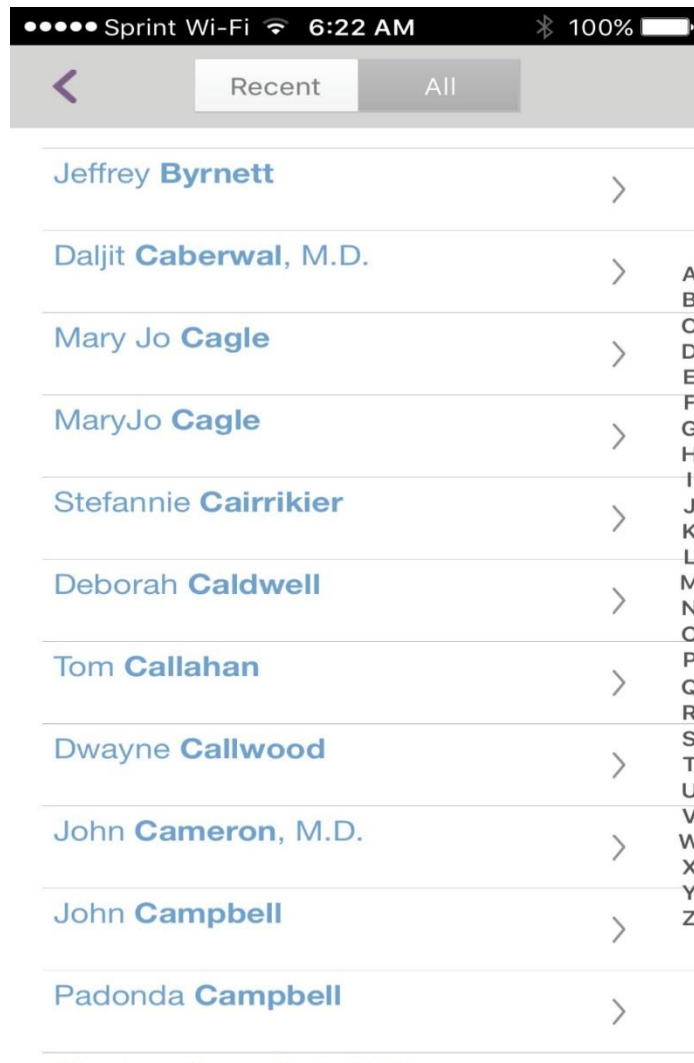
App Info – Basic user support

SECURE TEXTING – NEW MESSAGES

- Under the main menu, select **Messages**.
- Choose the symbol with a pencil in the top right corner to start a new conversation.



- In the **New Message** screen, choose your recipient at the **To** field **+** sign. Choose from among the list of Cone Health and THN providers with access.



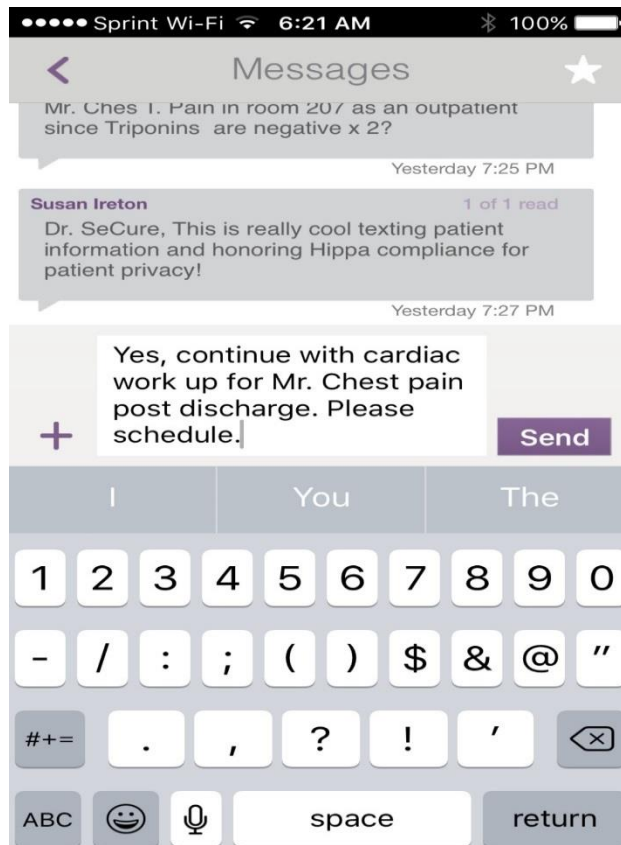
- In the **About** field, select the patient you are referring to (choose the **person** icon) or type a subject by selecting the **+**. **(Optional)** Patients that can be selected are current inpatients, current OR or ED patients and patients recently discharged. If ambulatory patients are referred to, simply type in their names.
- Enter text in the line titled **Secure Message**.
- You may also send a photo using the mobile camera by selecting the **+** sign beside the line labeled **Secure Message**. **Photos will NOT be stored on your phone.**
- Once done, select **Send** to transmit the message.

SECURE TEXTING – RESPOND TO MESSAGES

- You can respond to messages by tapping on an existing message. Right swipe on a message to remove it.



- Enter your response message and **Send**.

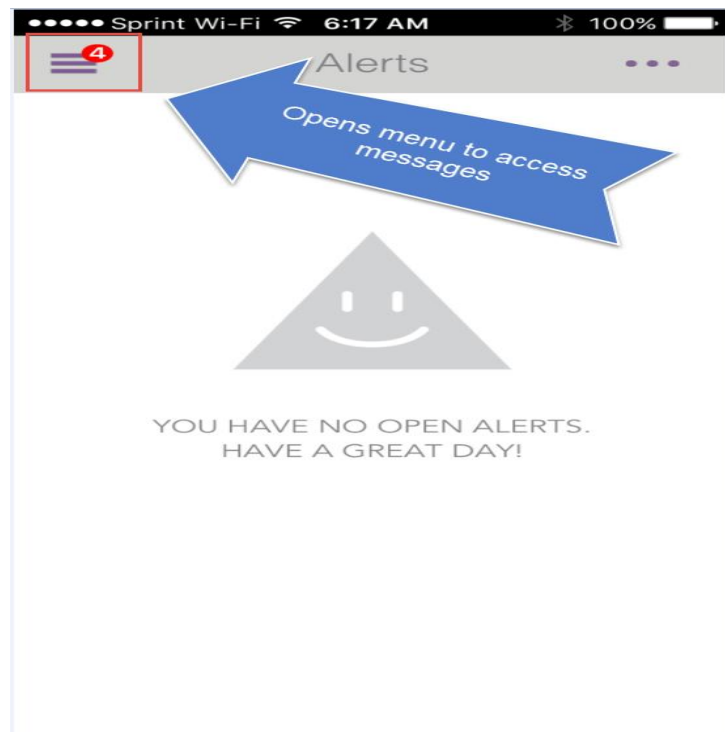


SECURE TEXTING – MESSAGE NOTIFICATION

Your phone app icon for Iodine will alert you to the text messages waiting. 1 is waiting in this example.

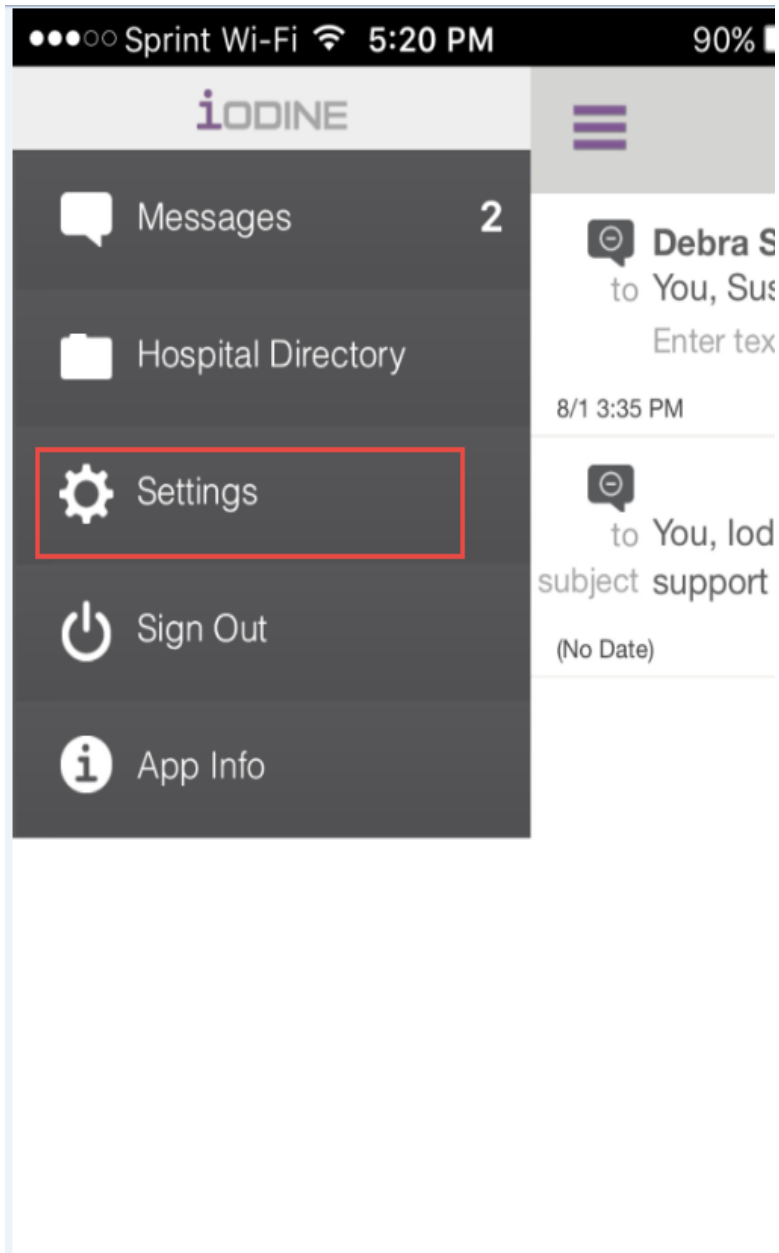


Once you enter your PIN from the app icon. Click on the menu button to access your list of messages.

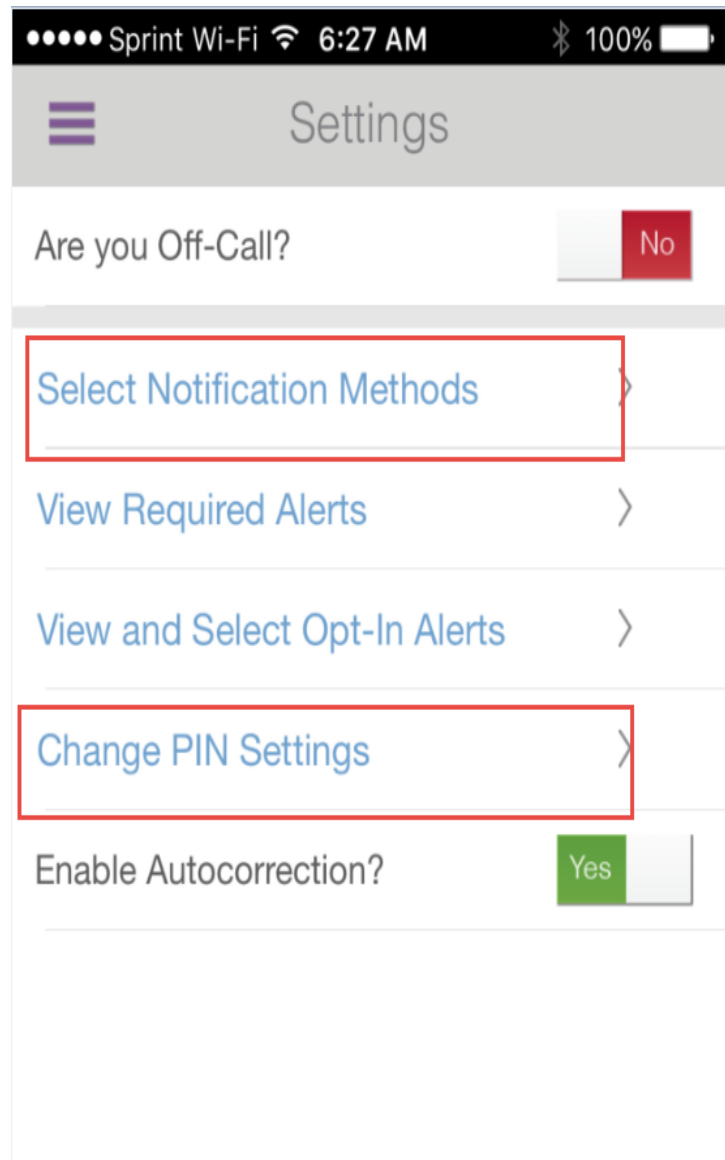


SETTINGS

From the main menu, choose the **Settings** option.



- Adjust your settings



- **Are you Off-Call?:** Feature not applicable for secure texting
- **Select Notification Methods** – Set **Push Notification** to **Yes**. If using Iodine from the Web portal, or if an email alert is also desired, set **Email** to **Yes** also. Set **SMS** to **No**.
- **View Required Alerts** – Special alerts can be created. (Must be set up by an administrator. For assistance, call Cone Health IT Service Desk - ticket directed to Deb Shealy – Clinical Intelligence)
- **View and Select Opt-in Alerts** – To be activated in future.
- **Change PIN Settings** – Update/change your **PIN** here.
- **Enable Auto correction** – Turns autocorrect on and off.

FREQUENTLY ASKED QUESTIONS

Do data charges apply? Regular data charges apply, as with using any other app on your phone.

Is there thumb print recognition? No, **Iodine** does not offer thumb print recognition at login. You should use a 4-digit PIN for ease of access.

Can we send photos? Yes, you are able to securely share photos to aid in communication between providers. Photos can only be taken as you compose your message. No photos taken during an Iodine session will be stored on your phone.

What if my password expires? If your password expires, you should receive an email notification to change your password. Cone Health passwords expire every 90 days. **Call Cone Health IT Service Desk at 336-832-LINK (5465) or 336-832-7242 for further assistance.**

AFTER 90 DAYS OF NON-USE, YOUR IODINE ACCOUNT WILL BE DE-ACTIVATED. THN WILL SEND A QUARTERLY TEXT. PLEASE OPEN IT AND RESPOND TO ENSURE YOU ARE NOT DE-ACTIVATED.

How do I reactivate my account? Call Cone Health IT Service Desk at 336-832-LINK (5465) or 336-832-7242 to have your account reactivated.