How to use UpToDate Engagement Manager

Simple steps for ordering UpToDate Patient Engagement programs

Step 1: Getting Started

A Go to the Internet and visit
www.emmimanager.com

B Type in your username and password

C Click on your team name below the
message window

UpToDate® Engagement Monitor

Welcome to UpToDate Engagement response monitoring.
Log in with your Enagement Manager credentials to access reports.

Log In

User ID
NeelofarQA

Password
....   Show

☐ Remember Me

Log In

Step 2: Scheduling UpToDate® Patient Engagement Programs & Articles

A In the Schedule Program tab, enter patient name or patient ID

  • Either click on the desired patient name or select "Add New Patient"

B Enter patient information (if needed) including email address and phone number

C Select a provider

D Select a program by searching with a keyword, scrolling through the top ten most frequently used, or select a specialty to browse through

  • The filmstrip icon next to the title indicates it is a multimedia program

  • The paper icon next to the title indicates it is an article

  • Prescribe articles to supplement point of care education or when the patient has limited computer access

  • Articles can be viewed online or printed

E Select the Question Mode (if needed) and View-By-Date

UpToDate® Engagement Manager

esusskind (Log Out)   Patient List   Schedule Program   Office Information   R

Schedule Program

Patient Information

Last Name	
First Name	
Gender	UNKNOWN
Date of Birth	01 / 01 / 1970 MM/DD/YYYY
	☐ Treat Patient as a minor
Email	emily.rainbow@wolterskluwer.com
Phone	(333) 423 -0000 (recommended)

**Program History
Name**

No records found

Programs

Program

Provider   PROVIDER, UNSPECIFIED

Program

Type in keyword(s) or program name:
flu   Search Clear

Show: Select Specialty

- INFLUENZA VACCINE
- ASTHMA - COLD AND FLU SEASON
- FLU VACCINE REMINDER
- HAND HYGIENE
- ACETAMINOPHEN AND PHENYLEPHRINE
- ACETAMINOPHEN AND PHENYLEPHRINE (PEDIATRIC) (PEDIATRIC)

Location   SHARED DECISION MAKING - SAMPLE PROG

View-by Date   03 / 22 / 2025 MM/DD/YYYY

Question Mode   TEAM DEFAULT

+ Add Another Program

Finish Scheduling Cancel

A "Schedule Program" tab

B Patient information

C

D

E

"Add Another Program" button

"Finish Scheduling" button

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Section tabs

Search

History/Inactive tabs

📽 UptoDate Patient Engagement Multimedia Program

📄 UptoDate Patient Engagement Article

Blank = Not started

Completed = Program viewed entirely

Started = Started but not completed

Step 3: View Patient Status/Information

❯ Click "Patient List" tab

❯ To find a patient, search by their last name (or access code) in the search bar at right or look for their name in the list. (Check "History" and "Inactive" tabs for patients whose access codes have expired or been deactivated.)

Only the top 1,000 results will be returned. Refine search if you don't see your patient.
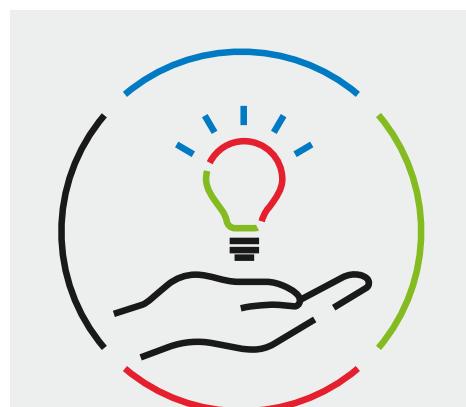
Step 4: Edit Patient Information

❯ Click on the patient name

❯ Click "Edit"

❯ Make needed changes then click "Save" or "Save and re-email"

Did you know?

You can make a difference by personally suggesting patients watch their UpToDate Patient Engagement program.

Your personal touch lets patients know they can trust and value the information in UpToDate Patient Engagement programs.

Need help?

❯ **Go to:** www.emmimanager.com

❯ Click the "contact us" or "need help" live chat buttons.

❯ **Uptodate Patient Engagement Customer Support:**
866.294.3664
or support@my-emmi.com

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