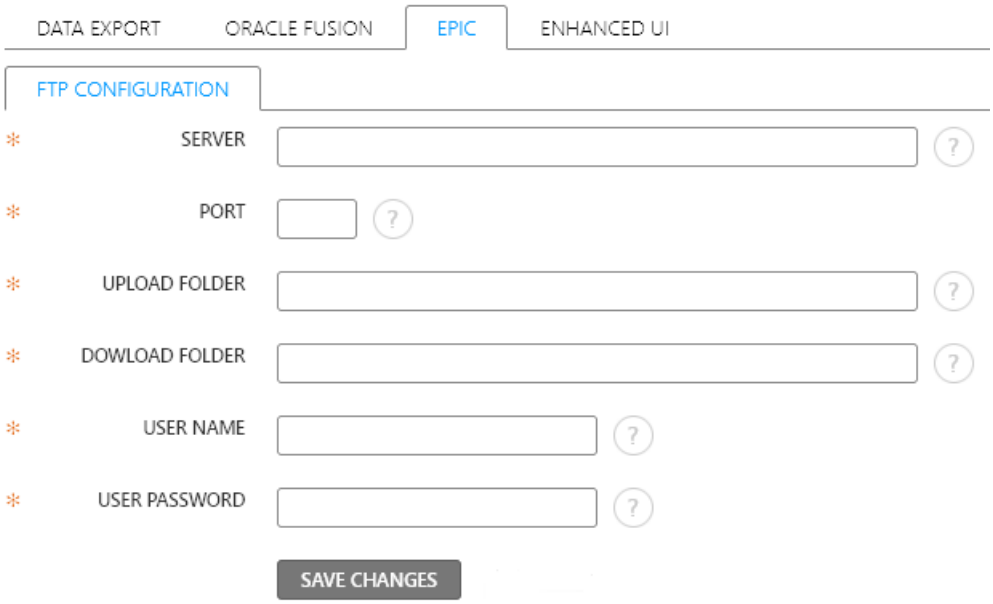
AUTOMATED SFTP BASED PROCESS

All clinics and departments in ScheduleInterpreter® must match the names of the business units within the hospital.

ACCOUNT CONFIGURATION

Start by navigating to TOOLS AND SETTINGS > Control center > ACCOUNT SETTINGS > INTEGRATION > EPIC

In the EPIC screen, enter information provided to you by your IT department.



Server - provide name of the hospital server. For example, `164.25.192.18` or `secure.my-hospital.edu`

Port - provide port number on which authorized connection is permitted. For example, `22` or `2622`

Upload folder - when EPIC is configured to receive information from ScheduleInterpreter, provide the name of the folder where this information should be saved. For example, `upload` or `updates`

Download folder - when EPIC is configured to automatically generate reports with patients' schedule, provide folder where reports are stored. For example, `download` or `schedule`

User name - provide user name, authorized to access the server and folder. For example `bot54269875` or `scheduleinterpreter8743947`

Use password - provide password for the user, authorized to access the server. Make sure password meets complexity requirements of your organization.

BEST PRACTICES

- To reduce data traffic, It is recommended to create two time slots. Business hours between 5:00 am and 7:00 pm, and night hours between 7:00 pm and 5:00 am. Create new report every 15, 30 or 60 minutes during the business hours, and every 60 or 120 minutes during the night hours.

ScheduleInterpreter always checks your server every 15 minutes. When highly dynamic schedule requires real-time updates, time can be set to 5 minutes.

- Allow sFTP user, associated with ScheduleInterpreter® account, to remove processed files on the hospital's server..
- Consult with administrator of the language services department to ensure all necessary data is present in the report. ScheduleInterpreter® offers extensive list of fields and provide option to capture custom fields, to deliver the most complete information to service coordinators and linguists.

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