

## How does e-Notify work?

e-Notify is an innovative nurse licensure notification system where you receive real-time notifications about nurses employed at your institution. The system provides licensure and publicly available discipline data directly to you as the information is entered into the Nursys database by boards of nursing.

## What are the benefits to using e-Notify?

The information in e-Notify is pulled directly from Nursys, the only national database for licensure verification, discipline and practice privileges for RNs and LPN/VNs. Nursys data is compiled from information inputted directly from boards of nursing and is primary source equivalent (visit [nursys.com/e-notify/bons](http://nursys.com/e-notify/bons)). e-Notify provides real-time automatic notification of status and discipline changes delivered directly to you. With e-Notify, any institution that employs a nurse can utilize this system to track licensure and discipline information for little or no charge (cost is dependent on the number of nurses uploaded into the system). It is economical and provides vital information saving you money and staff time.

## Is e-Notify primary source information?

The information you will receive from e-Notify is pulled directly from Nursys, the only national database for licensure, discipline and practice privileges for RNs and LPN/VNs. Nursys data is compiled from information directly inputted from boards of nursing and is primary source equivalent.

## What will the email notifications tell me?

e-Notify will alert subscribers when the following changes are made to a nurse's record:

- License status
- License expirations
- Publicly available disciplinary and alert action and resolution

## How often will I receive email notifications?

That's up to you. You have the option of receiving email notifications daily, weekly or monthly. You can also customize e-Notify to send license expiration reminders to you and your nurses.

## How do I create an account?

Visit [www.nursys.com](http://www.nursys.com) and click on the e-Notify button. It takes just a few minutes to register.

## How many accounts can my institution have? Can my institution register more than once?

Each institution should only register once, but can have multiple administrator accounts. The administrator account can access and manage payment information, and assign additional users to the system. These users have the ability to view and manage your institution's nurse enrollments and reports, including uploading nurses, searching, editing nurse information and viewing individual nurse reports. If an institution has multiple locations and each facility wishes to manage their own nurse list, then each facility should be registered with their own address and administrator account(s).

## What is the cost?

All users are given 100 credits free of charge. This means that the first 100 nurses enrolled into the system are free. After that, each nurse is \$1 per nurse, per year. So if you have 150 nurses in your employ, you only pay \$50 per year.

## I have a nurse who is taking several months off to care for her ailing mother. Can I delete her from the system and add her again later when she returns to work?

You can delete a nurse from e-Notify at anytime. However, instead of deleting a nurse that will likely be employed at your facility again, just turn his/her notifications off. You are only charged a credit if the nurse is enrolled in system and his/her notifications are turned ON.

### How will I be charged? Will I receive a bill?

Your account will be charged every year on the date of your registration. Credit cards are the only acceptable form of payment. Fees are non-refundable; credit card information is used for billing purposes only. If you employ 100 nurses or less, you will not be required to enter credit card information. If you employ more than 100 nurses, you will be required to purchase credits and enter credit card information at that time.

### How do I enroll a nurse? What information do I need?

Enrolling your nurses is easy. First, you need his/her license number, license type and the state(s) that issued the license. This information is used to locate the nurse directly from Nursys. Then, you add other information to their profile, including nursing specialty, email and address. For employment verification purposes, you will be required to enter the last four digits of the nurse's social security number and year of birth. The system can be configured to send automatic licensure expiration email reminders on your behalf. The system can also send the same reminders via text message if you choose to add a nurse's cell phone number.

### Can I upload several nurses into the system at once?

Yes you can. You can add multiple nurses into e-Notify by uploading a file of nurse information. Specifications and sample files are available to help make this process seamless.

### I work for a very large hospital that employs several hundred nurses. I don't have the resources or the time to compile my nurse's information into the necessary format to enroll nurses into e-Notify. Are there any other options available to enroll nurses?

For health care facilities that employ a large number of nurses, you have the option of integrating your system with e-Notify through the application programming interface (API). API allows your system

to communicate with e-Notify directly behind the scenes to share data automatically. For more information about utilizing API at your facility, please have a member of your Information Technology department review the API specifications available on the e-Notify dashboard.

### What kind of reports are available?

You can download a summary report and your nurse list in different file formats.

### Can I edit a nurse's information after he or she has been added to the system?

You can update a nurse's information at anytime.

### Can I notify my nurses that their license is about to expire directly from e-Notify?

Yes, you can. e-Notify can be configured to send license expiration e-mail reminders, as well text message reminders, to nurses on your behalf. For text messages, the nurse's mobile carrier's standard message and data rates may apply.

For more information contact [nursysenotify@ncsbn.org](mailto:nursysenotify@ncsbn.org).



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