



OpAlert is a completed FREE service for Surgeons

Native iOS, Android and Web apps for ease of uploading case detail

Efficient use of administrative time

[www.opalert.com.au](http://www.opalert.com.au)





## Guide for Personal Assistants and Secretaries

**OpAlert is Australia's answer to connecting private Surgeons, Anaesthetists and Surgical Assistants.**

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# The History of OpAlert

## What is it?

OpAlert takes care of a simple problem: Private surgeons finding anaesthetists, and surgical assistants for their lists. The short of it is that OpAlert is a FREE service for Surgeons, and is the most time efficient way to secure your team. OpAlert was made for Personal Assistants and Secretaries to have the most convenient way to manage their surgeon's lists.

## Why was it created

Created through the minds of Surgeons, Anaesthetists, Surgical Assistants and Personal Assistants, a team of like minded individuals throughout Australia developed one of the most advanced and tested apps available, and the first of its kind in one dedicated function:

**To make the lives of Surgeons and their Admin Staff easier**



Did you know that up to 84 minutes per day can be spent by a Surgeon, Personal assistant or Secretary trying to finalise the Anaesthetists and Surgical assistant for an operating list? OpAlert believes that this time can be better spent

## Where is it based?

OpAlert is Australia wide. Our home base is in Adelaide, and our team is spread out across Australia. Our entire team of coders, developers, servers and doctors are all based locally, so you can trust that everything is Australian Owned, and operated.

## Who is OpAlert for?

Private Surgeons and their admin staff, who want the easiest access to good anaesthetists and surgical assistants. We have verified each and every person into the OpAlert app. The people that are coming to attend your case are the ones that want to be there! Don't spend time making phone calls, sending endless text messages or waiting for your PA to let you know that your team is sorted. Tap the details of your case whilst you're walking to a coffee shop and you will probably have your team sorted by the time you have finished drinking your coffee!

# How does it work

## Setting up your account

Personal Assistants/Secretaries can register for their Surgeon. To do this, they will need to know a few details of their surgeon. The information required to register for OpAlert includes:

- Surgeon's Mobile Number
- Surgeon's email address
- RACS ID (College of surgeons identifying number)
- Some form of identification (ie Drivers license, scanned AHPRA certificate, Medicare card, Hospital ID etc)

After obtaining this information, visit <http://opalert.com.au/signup>, to signup! Once you have uploaded the necessary information, we will manually check your application. Make sure you put your own email in the field that says: Secretary's eMail. This is where you will receive notifications which are the same as what your surgeon will receive. If all the information is present, you will be verified within 24 hours!

Please note: Your surgeon will need to verify their email address before your account can be verified. Ask them to click the link in the email they would have received after you've signed them up.



**OpAlert TIP:** When you sign up, you will be asked to select a password. Make sure that this is something that you and your surgeon will be happy to share. Your login details to administer the account will be using your surgeons email address and password for OpAlert.

Once you've sent these details, we will approve your account. Have a problem? Send us an email at [support@opalert.com.au](mailto:support@opalert.com.au) and we will get back to you within 12 hours.

## Does a Surgeon have to do anything?

No - apart from confirming their email, they will not have to do anything else to use OpAlert. Of course, they will always have the option to log in to OpAlert using their phone or web browser and upload their cases if required, but they can also leave it all to you.

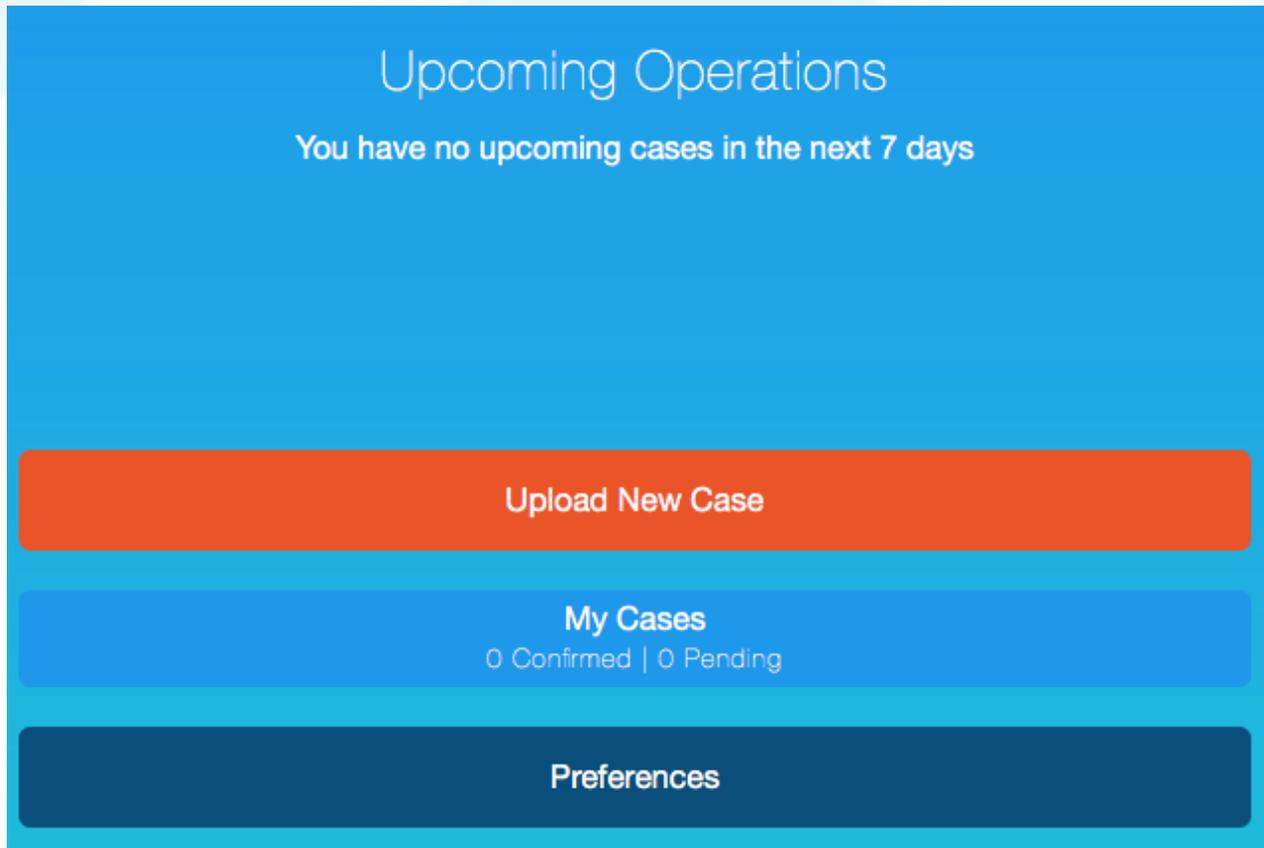
## What Notifications will be sent to confirm details?

Both the surgeon and PA/Secretary will receive an instant notification (if using the iOS or Android apps) as well as an immediate email when a case is booked, and when each member of the team confirms (anaesthetist and assistant). The surgeon will also receive the anaesthetist's mobile number, and the name of both the anaesthetist and surgical assistant.

## How to upload a case.

The easiest part of OpAlert is uploading a case. This can be done either through the native iOS or Android apps, or via your web portal. There is a LOGIN link at the top right of our homepage at [www.opalert.com.au](http://www.opalert.com.au)

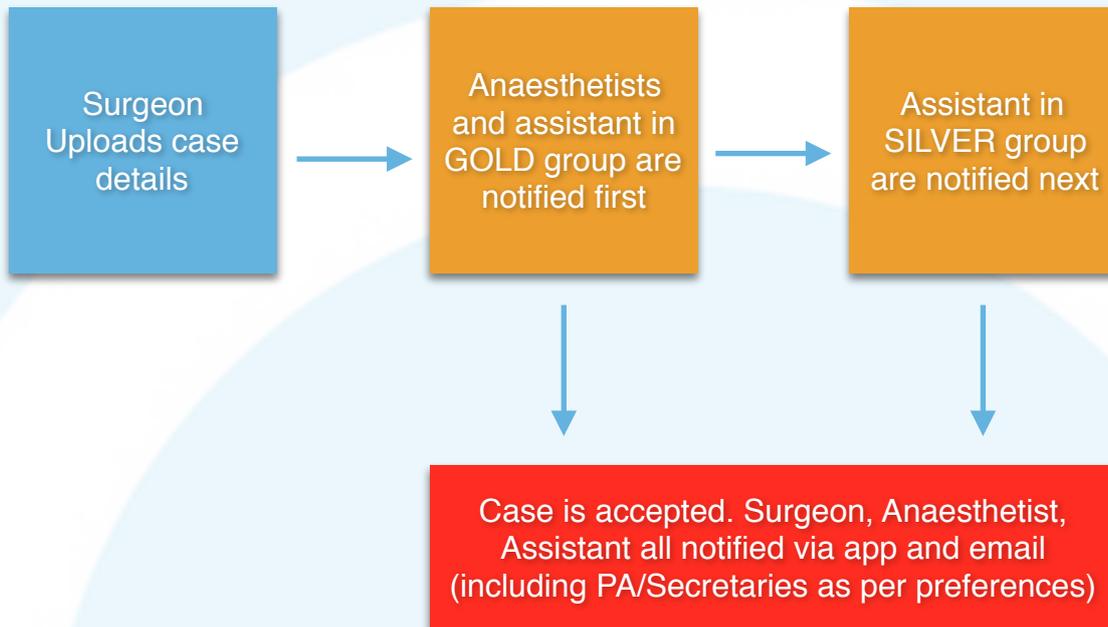
If you are logged in, you will be greeted with a screen looking like this:



To upload a case, just click on the UPLOAD NEW CASE button and complete the details. There are some features you can use if required.

- <2yo: This option will allow you to notify Anaesthetists if there will be a patient with age less than 2yo. Only anaesthetists who have optioned that they are happy to anaesthetise for this will receive the notification of your case/list if this option is selected.
- Emergency: If your case is an emergency, and you are trying to obtain a team in the quickest possible time, select this option. OpAlert is also smart enough to know when cases are urgent, and will increase the priority notification system of your list.

## How does the notification system work



A surgeon will upload a case via the iOS or Android app (or via the web app). Anaesthetists and/or Surgical Assistants will be notified according to their category. Those in the GOLD group will be notified first. Then those in the SILVER group (for assistants). If none of these members take a case, then the case is listed for others to take this.

A blocked doctor will NEVER be notified of your case or see your case

As time goes on, OpAlert will notify you if there are any issues, such as an anaesthetist or assistant not being able to make a list that they have previously confirmed. These are simply to notify you, as OpAlert will then increase the priority of your list and fill any vacancies without an issue.

In the unlikely scenario that OpAlert still can't find someone, we will notify you with 1 hour and 45 minutes to go, to keep you informed.

**OpAlert is simply the Fastest, Flexible, and most importantly FREE service for surgeons and their PA's.**

# Frequently Asked Questions

## How much does it cost

The best part of all of this, is that its completely FREE to use, for Surgeons.

## Is there a login for PA's or Secretaries?

No - each account uses the same login details. There is only one username and password set for each surgeon/PA team. Meaning that you will use your surgeons email address and password to login to your account. You will still receive your own emails direct to your own email address if you have placed it into the secretary's email section.

## How Secure is OpAlert?

We take security very seriously. In fact, our SSL encryption is one of the highest in the industry standards. All data is encrypted, and sent over encrypted channels. Our servers are all based in Australia meaning that your data is never going back and forth around the world.

OpAlert will never distribute or release your information to 3rd parties, unless required to by Australian law.

## Do I have to use OpAlert for all my lists?

Absolutely not. We want you to use OpAlert when you need it. The best part of this, is that you can use it once a day, once a week, or every now and again, when you're doing that case that you don't have your regular anaesthetist or assistant for. Just download the app, and have it handy, as you will need to be verified before you can upload your list.

## What happens if I need to change the details of a case?

We know that things happen, like a change of start time, a few cases added, or more. Just edit your case within your iOS, Android or Web App and resubmit this. Depending on what you've changed, OpAlert will either reconfirm with your team, or re-notify your team. Either way, you're covered. And if one of your team can't make it, OpAlert will find you a replacement straight away, without you having to perform 1 more second of administration.

## I need the details of the anaesthetist.

Once your anaesthetist has confirmed their involvement with your list, you will each be provided with direct contact details. This uses the contact details you have used within the app, so please ensure these are up to date.

## My surgeon has their favourite anaesthetists and assistants.

Once you have signed up to OpAlert, have your favourite anaesthetists and assistants sign up too. You can then add them to your Gold group, which means that they will receive the notifications of

your cases/lists before other people. This ensures that they have first priority. You can change your Gold list for anaesthetists and your Gold/Silver list for surgical assistants at any time within your preferences.

## **My surgeon doesn't like working for...**

Not a problem, just add them to your blocked list and your surgeon will never have to deal with them in their operating theatre.

## **I have a question and its not answered here**

Just email us at [support@opalert.com.au](mailto:support@opalert.com.au) and we will get back to you ASAP. Or visit us at [www.opalert.com.au/support](http://www.opalert.com.au/support) and fill out the form.

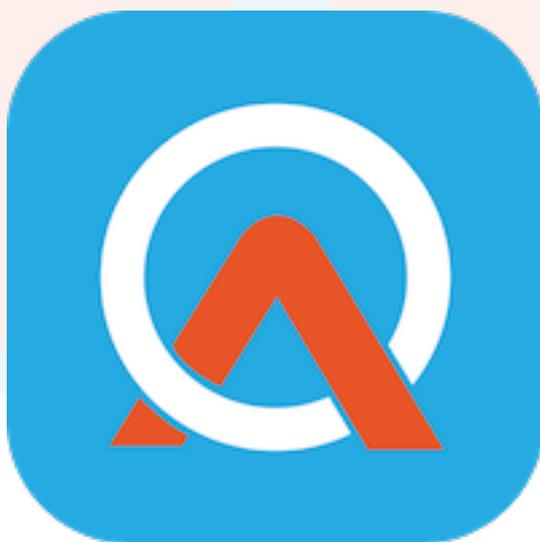
**We look forward to you using OpAlert and welcome any comments.**

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**OpAlert**  
**“One Click Gas and Assist”**

