

## Things You Should Know:

1. Call Extension 41514 For Support, or email [jeff.dixon@bmc.org](mailto:jeff.dixon@bmc.org)

### Basic Procedures:

Open Internet Explorer and go to the BMC Production Patient Keeper application:

<http://bmc.patientkeeper.com>

The application is accessible from any PC with access to the Internet.

Pop ups must be allowed for the application to present. Internet Explorer will alert you if indeed you do not have Pop Ups available. Click the notice bar that presents and indicate to **Always Allow Pops From This Site**. Once you have performed this step, proceed to login.

### Login parameters:

**User ID:** All users have been setup using the BMC standard of first two characters of First Name + first six characters of your Last Name. If your BMC login ID varies from this standard, please contact 617-414-1514 to have the discrepancy corrected.

**Password:** The first time password is 123. Per policy and recommended password security management, please change your password on first login and mirror your existing BMC domain password. As your BMC password changes over time, please continue to update your Patient Keeper password accordingly. At this time, BMC has not deployed a single sign-on solution.

