Order, Pay, Track

Advance Directives and IPOST Orders



Step 1: Create a new account: https://iowahospital.secureprintorder.com/account/. After initial account setup, use the Member Login for future orders.

An email will be sent confirming your account setup.

Subject: Welcome to iowahospital.secureprintorder.com



A message from Print Orders (<u>no-reply@iowahospital.secureprintorder.com</u>):

Thank you!

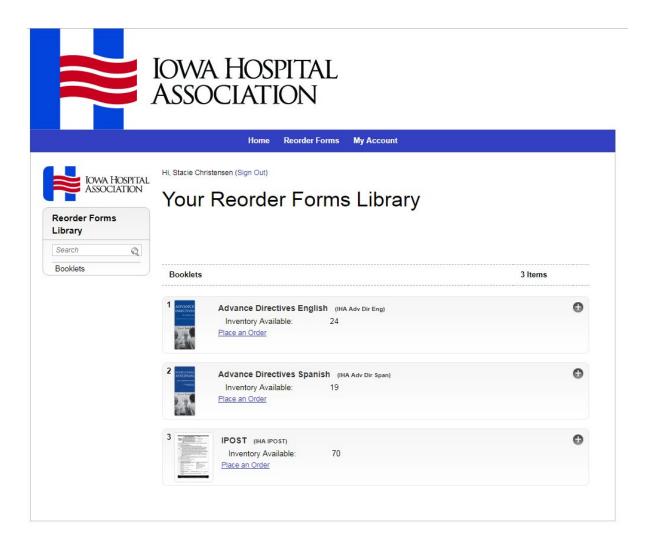
You have successfully created your account at iowahospital.secureprintorder.com. Your account will allow you to access the advanced ordering features of our website. You may login to iowahospital.secureprintorder.com at any time by clicking the link below.

Click here to view.



Step 2: The home page will provide access to previous orders, current order status, and other useful information.

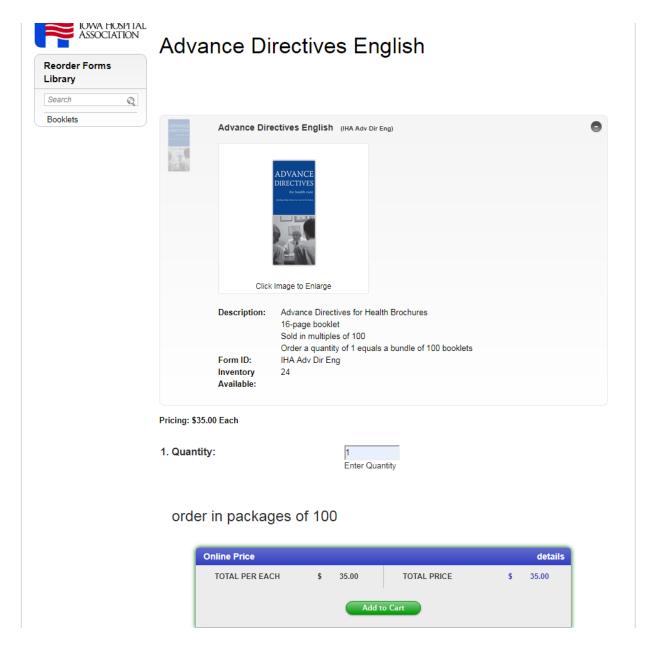
To place an order, click on "Booklets" under "Reorder Forms Library" to the left of the page.



Step 3: The Reorder Forms Library has the following items to order.

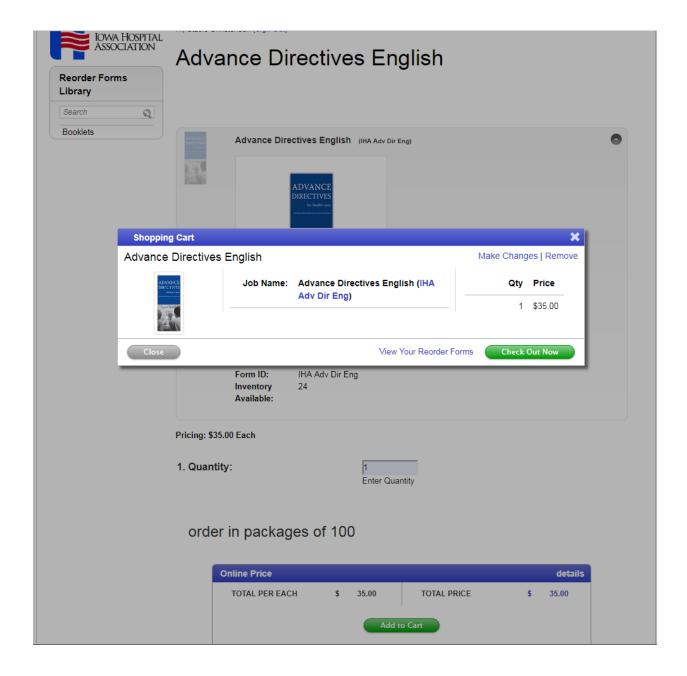
- Advanced Directives (English and Spanish)
- IPOST (Iowa Physician Orders for Scope of Treatment)

Select the item by clicking "Place an Order."



Step 4: After clicking Place an Order, more details on the item will be shared. Enter the quantity to purchase. All brochures are sold in bundles of 100.

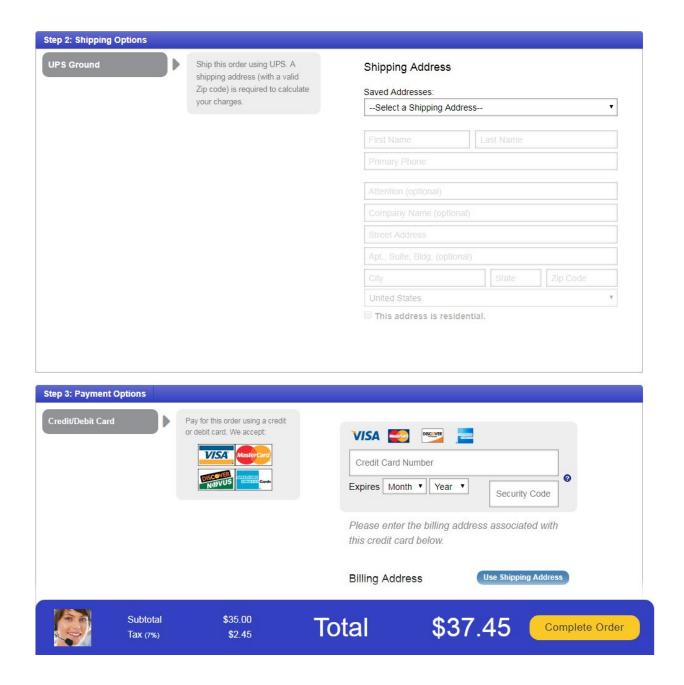
Select "Add to Cart."



Step 5: Selecting "Add to Cart" will prompt a pop-up window to confirm details.

If correct click "Check Out Now."

If another item is needed select "View Your Order Reorder Forms."



Step 6: At checkout, provide shipping address and enter credit card information and billing address.

Once complete, an e-mail confirmation will be sent to the e-mail associated with the account. Another e-mail will be sent when the order has been shipped.

You can always track the process by logging in to the account and selecting "Work in Progress" or "Completed" to see past orders.

Please feel free to contact Iowa Hospital Association at receptionist@ihaonline.org or at 515-288-1955 with any questions about the ordering process.