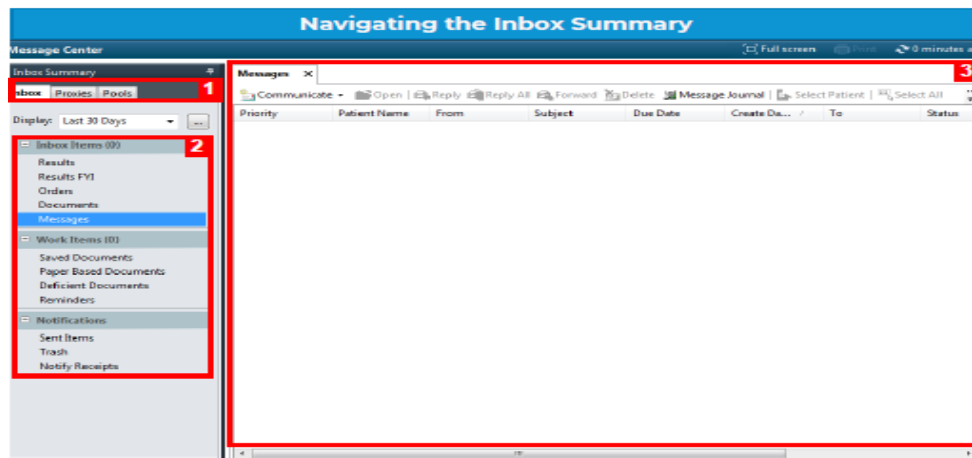


## PROVIDERS AND ANCILLARY STAFF



1. **Tabs:** View messages from the following sources by clicking the appropriate tab at the top of the Inbox Summary:

- **Inbox:** Displays your own Inbox.
- **Proxies:** Displays Inboxes for which you have proxy rights.
- **Pools:** Displays pool Inboxes.









2. **Inbox Summary Categories:** Allows you to filter by the following items:

- **Priority Items:** If configured, includes any due messages or reminders.
- **Inbox Items:** Includes such items as Results, Documents, Messages, and Orders.
- **Work Items:** Includes Saved Documents, Documents to Dictate, Paper-Based Documents, Reminders, and Reminders, as well as Incomplete Orders.

• **Notifications:** Includes notification receipts for messaging, as well as the Trash and Sent Items folders.

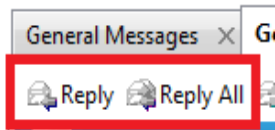
3. **Summary Pane/Workspace:** The summary pane lists the individual Inbox items (messages, documents, and so on) contained in the folders in the Inbox Summary. Double-click an Inbox item in the summary pane to open the workspace for that item.

## Message Center Icons

-  **Communicate.** Creates a new message or reminder.
-  **Open.** Opens the selected notification.
-  **Message Journal.** Displays a list of phone messages, and reminders that have been documented for the selected patient.
-  **Reply.** Opens the item, enabling you to send a reply to the sender.  
*Note: Replying to reminders creates a new phone message.*
-  **Reply All.** Opens the item, enabling you to send a reply to the sender and all recipients of the
-  **Complete.** Marks the selected item as completed.
-  **Forward.** Opens the item, enabling you to add text and forward the item to another user.
-  **Delete.** Deletes the selected item.

## Replying to a Message

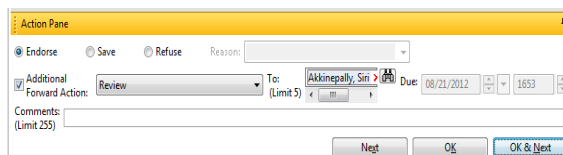
1. Open and read the message.
2. Click **Reply** or **Reply All** as appropriate.



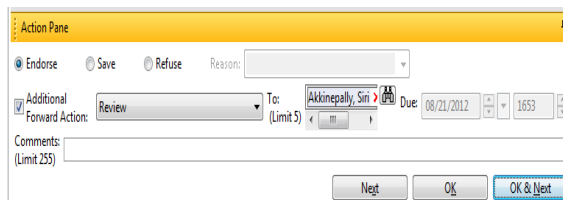
3. Compose the message.
4. Select any additional messaging options.
5. Click **Send**.

## Signing Documents or Results

1. Open and read the message.
2. Review the notification and select **Save** or **Endorse**.

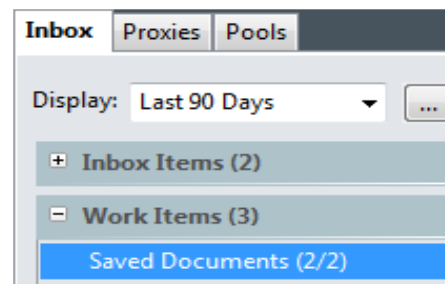


3. Click **OK** or **OK & Next**.



## Signing a Saved Note

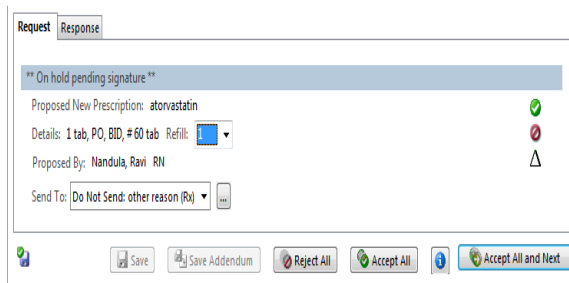
1. From the Work Items list, click **Saved Documents**.



2. Double-click the document to open it.
3. After reviewing the saved documents, if no modifications are needed, click **OK**. If necessary, you can modify or complete the note, then select **Documentation > Sign**.

## Approving Refill Requests

1. Double-click the appropriate folder in the Inbox Summary.
2. Double-click the request to open it.



Request Response

**\*\* On hold pending signature \*\***

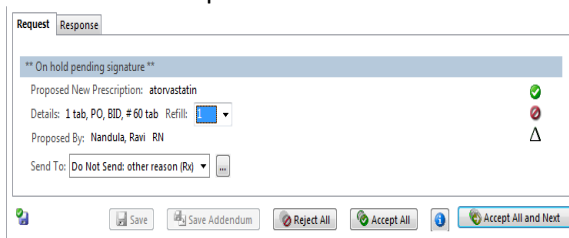
Proposed New Prescription: atorvastatin ✔

Details: 1 tab, PO, BID, # 60 tab Refill:  ✘

Proposed By: Nandula, Ravi RN ⚠

Send To: Do Not Send: other reason (R)

3. Review the request.



Request Response

**\*\* On hold pending signature \*\***

Proposed New Prescription: atorvastatin ✔

Details: 1 tab, PO, BID, # 60 tab Refill:  ✘

Proposed By: Nandula, Ravi RN ⚠

Send To: Do Not Send: other reason (R)

4. Click **Accept All** or **Accept All & Next** to approve the request.