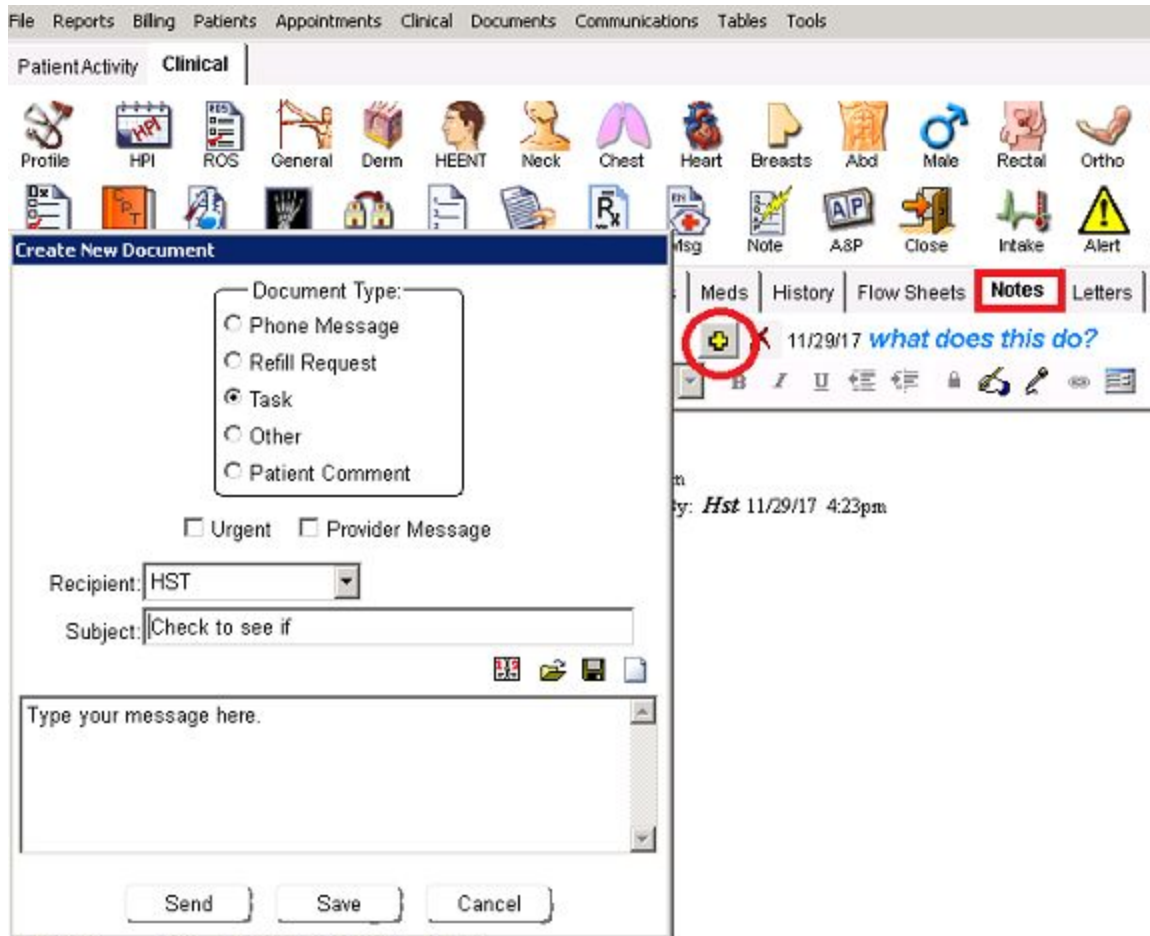


Intra-office Communication

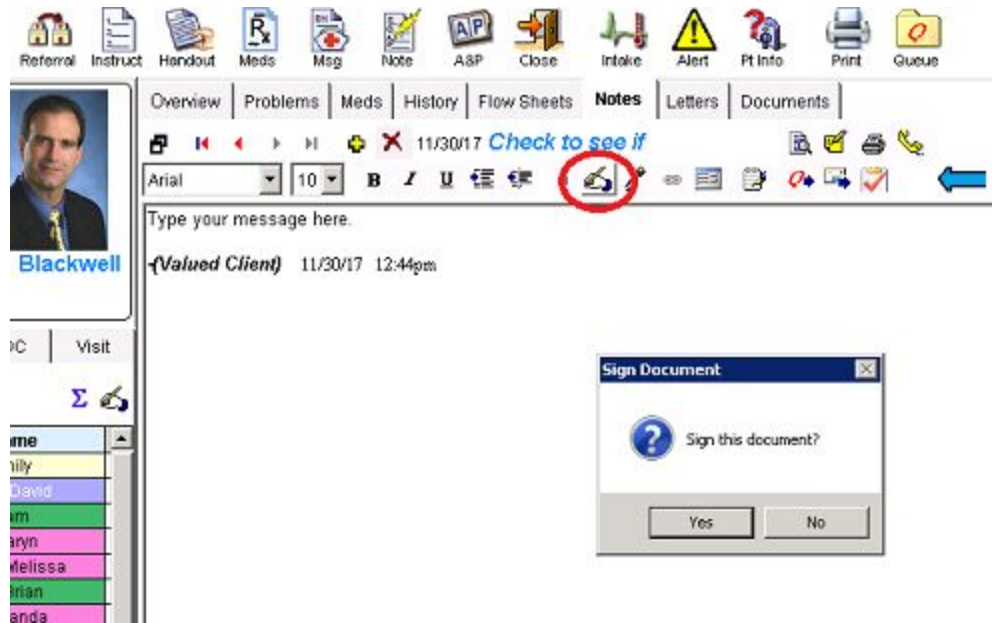
Sending a Message

From the patient's chart, click on **Notes** tab then click on the **Add (+)** icon circled below.



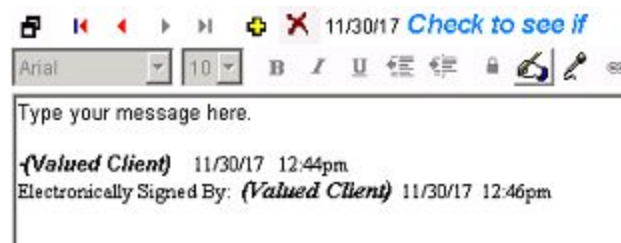
From the **Create New Document** window, choose the Document Type, recipient, etc. Type in your message. Click Send. Your note will appear in the large note field in the patient's chart.

Provider Workflow: Sign the note by clicking on the signature icon and clicking yes in the Sign Document window.



***Please note that a provider should electronically sign a note when giving instructions that pertain to patient care.**

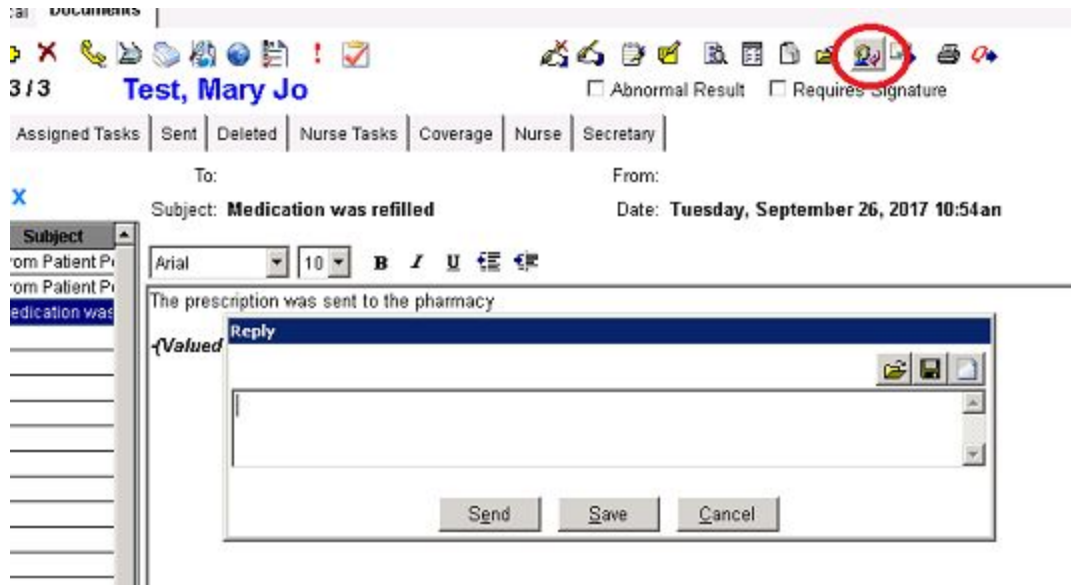
Sent note will appear with message (and signature if signed) in recipient's inbox.



Responding to a Message

From the Document's tab, access your inbox. Click once on the message you would like to read.

Reply to the message by clicking on the **Reply to Sender** icon circled below. Enter your reply in the **Reply** window and click Send.



Double clicking on your chosen recipient will send your reply.

*Provider may also add a signature to a reply by clicking on the **Add Signature** icon.

Add a Comment to a message by clicking on the **Attach Comment** icon. Clicking Save will add the comment to the note without directly sending it to anyone or notifying them you made a comment.

