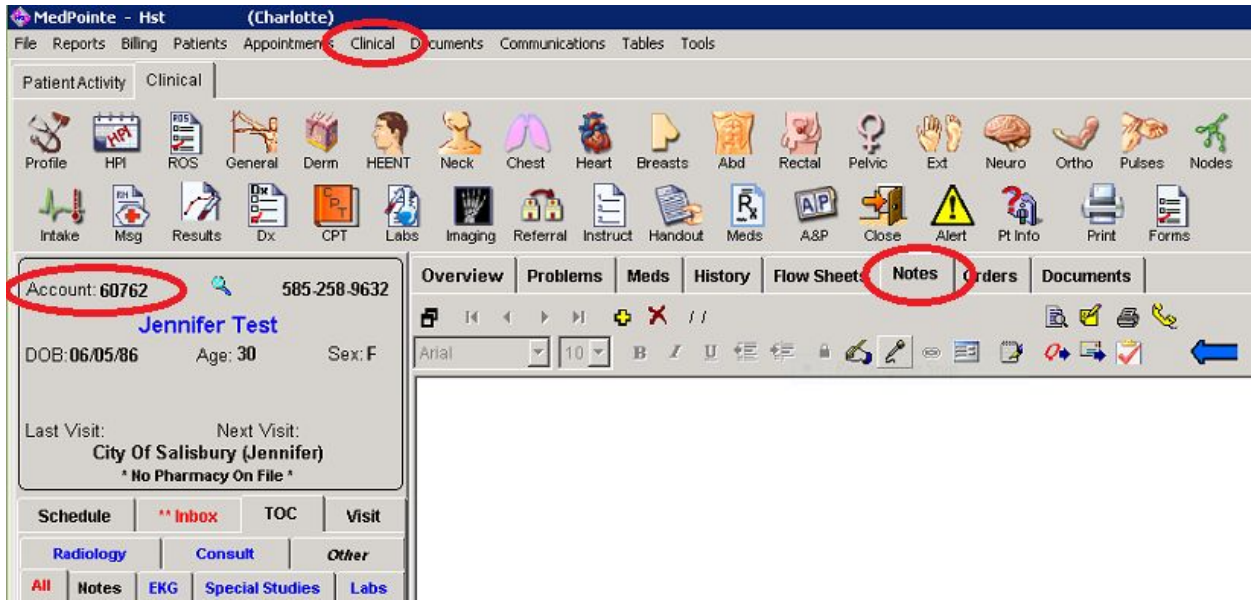


## Employer Portal-Queueing the Drug Screen Test

Note: Employer must be enrolled in the Portal.

From **Clinical** screen, locate patient in **Account** field. Click on the **Notes** tab.



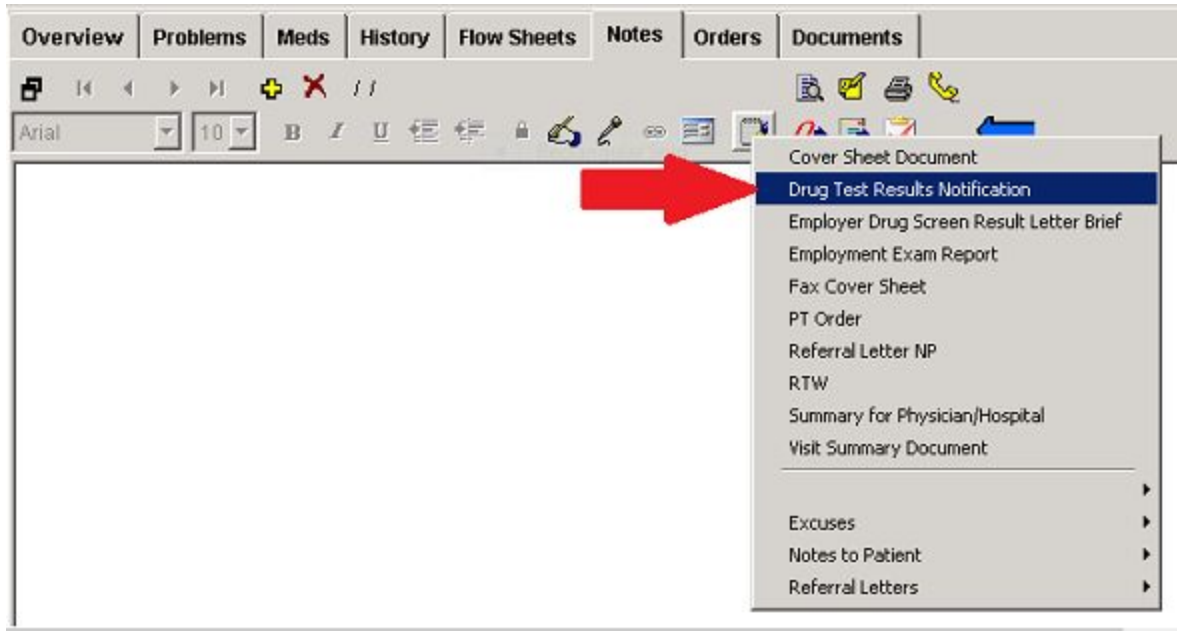
The screenshot shows the MedPointe - Hst (Charlotte) interface. The top menu bar includes File, Reports, Billing, Patients, Appointments, Clinical, Documents, Communications, Tables, and Tools. The Clinical screen is active, displaying patient information for Jennifer Test (DOB: 06/05/86, Age: 30, Sex: F). The account number 60762 is circled in red. The Notes tab is also circled in red. The interface includes various icons for clinical activities and a toolbar with a correspondence icon.

Click on Correspondence icon.

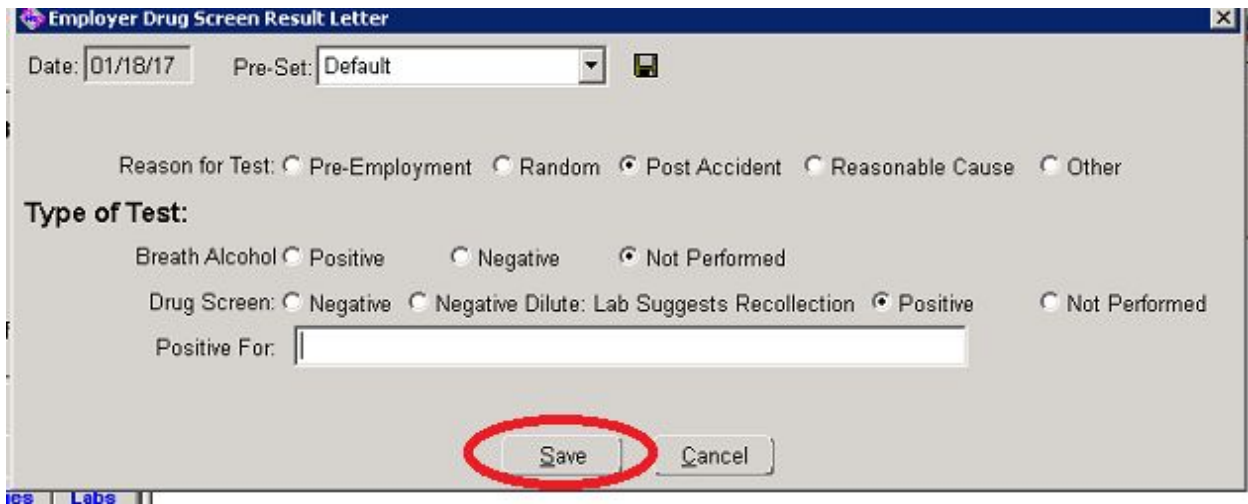


This close-up screenshot focuses on the toolbar area of the MedPointe - Hst (Charlotte) interface. The correspondence icon, which is a blue envelope, is highlighted with a red arrow. The patient information for Jennifer Test (Account: 60762, DOB: 06/05/86, Age: 30, Sex: F) is visible in the background.

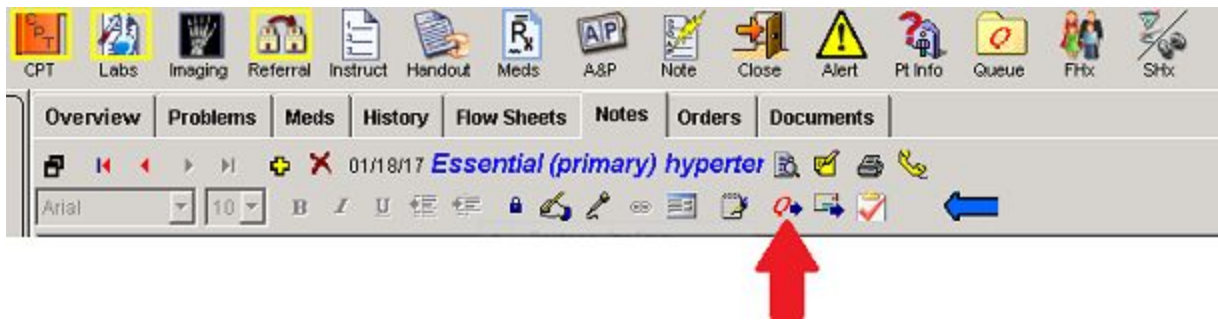
Click on **Drug Test Results Notification**



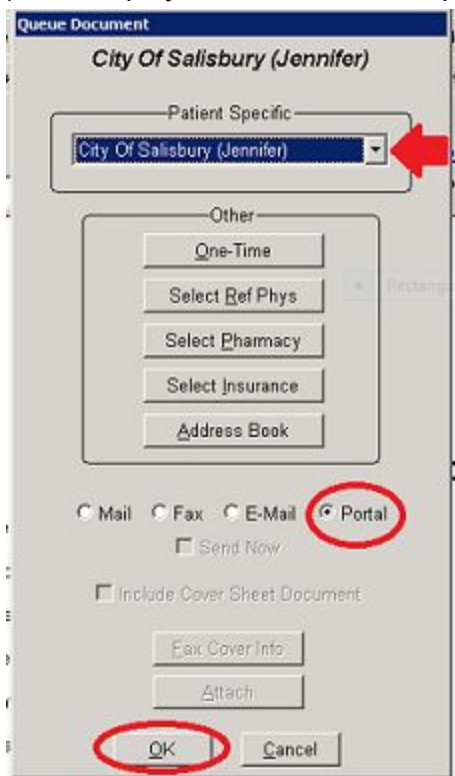
An **Employer Drug Screen Result Letter** window will open. Enter the information for the patient. Save



Click on the **Q** icon.



**Queue Document** window will open. From the **Patient Specific** drop down box, choose the employer where the notification will be sent. **Portal** will pre-fill as your method of delivery. OK (If the employer is not listed in drop down, it needs to be set-up)



Click on the **Queue** folder in the EMR.



From **Document Queue**, change Method to **Portal Message** from drop down box. Click **Process..** This should be done daily to ensure all documents are sent.

The screenshot shows the 'Document Queue' interface. At the top, there is a header bar with 'Document Queue' on the left and 'Last Outbound Fax: Tuesday, 01' on the right. Below the header, there are two dropdown menus: 'All Providers' and 'Portal Message'. The 'Portal Message' dropdown is circled in red. To the right of these dropdowns is an 'Open' dropdown menu. Below this is a table with the following columns: Provider, Date, Type, Description, Recipient, Via, and Status. The table contains three rows of data:

Provider	Date	Type	Description	Recipient	Via	Status
Daniel Seward, MD	01/18/17		Portal Message		Portal	Submitted
Daniel Seward, MD	01/18/17	Insurance	Drug Test Results Notification	City Of Salisbury (Jennifer)	Portal	Submitted
Daniel Seward, MD	01/18/17	Insurance	Drug Test Results Notification	City Of Salisbury (Jennifer)	Portal	Submitted

At the bottom of the interface, there is a status bar with 'Document Count: 3' on the left and three buttons: 'Process', 'Delete Item', and 'Exit'. The 'Process' button is circled in red.

Results have now been sent to the secure Employer Portal.