



How to View, Send Messages Using In Basket

EpicCare Link User

EpicCare Link allows referring clinics to communicate messages electronically and securely (thru the EMR) with referred, referring consult providers, clinical and clerical staff. Clinics may view system generated messages from results routing and/or event monitoring settings.



View Messages

1. Select **In Basket** Activity
2. In Basket folders with **New Messages** will be bold

My In Basket
My Messages

My Messages

New Msg
 Refresh
 Search
 Attach

Attached In Baskets

Folder Summary - My Messages

CC'd Charts	24 / 26	Message Routing	22 / 22	Result Notifications	20 / 20
CC'd Results	1 / 1	My Open Charts	2 / 2	Results	60 / 60
Cosign - Clinic Orders	35 / 35	Result Notes	1 / 1	Staff Message	1 / 1
Hospital ADT	1 / 1				

CC'd Charts (24)	CC'd Results (1)	Cosign - Clinic Orders (35)	Hospital ADT (1)	Message Routing (22)	My Open Charts (2)	Result Notes (1)	Result Notifications (20)	Results (60)	Staff Message (1)
------------------	------------------	-----------------------------	------------------	----------------------	--------------------	------------------	---------------------------	--------------	-------------------

3. Select folder to view messages

<input type="checkbox"/>	Status	Date ▲	Time	Sent By
<input type="checkbox"/>	New	01/05/2018	7:13 PM	Manish H
<input type="checkbox"/>	New	01/07/2018	4:56 PM	Christop
<input type="checkbox"/>	New	01/09/2018	10:10 AM	James C
<input type="checkbox"/>	New	01/12/2018	1:45 PM	Amy L Ly
<input type="checkbox"/>	New	01/14/2018	6:43 PM	Vasilios I
<input type="checkbox"/>	New	01/14/2018	7:15 AM	Vasilios I

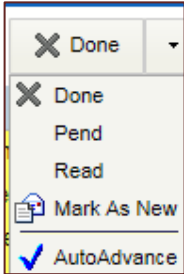
4. Messages may have symbols to indicate priority, relationship and status

Legend			
	High Priority		Work Assigned To You
	Low Priority		Work Taken By You (Click icon to put back)
	Critical		Work Assigned To Your Pool (Click icon to take)
	Abnormal		Work Taken By Others (Click icon to take)
	Previous Abnormal		
	Cc		



Select Multiple Messages

1. Actions can be taken across multiple messages.



2. Select the folder containing the messages you wish to take.
3. Select the check boxes next to the messages to take an action.

<input type="checkbox"/>	Priority	Indicator	Status	Visit ▼
<input checked="" type="checkbox"/>			Done	02/08/2018
<input checked="" type="checkbox"/>			Done	02/07/2018
<input checked="" type="checkbox"/>			Done	01/19/2018
<input checked="" type="checkbox"/>			Read	01/17/2018

Note: If Printing is available, Click **Print Selected** and Select your printing settings as appropriate.



Send Messages

1. Select
2. Message composer opens

Complete
Required items

3. Messages can be replied and forwarded similar to outlook email.