

Choose Recipients

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Version 14.19



This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

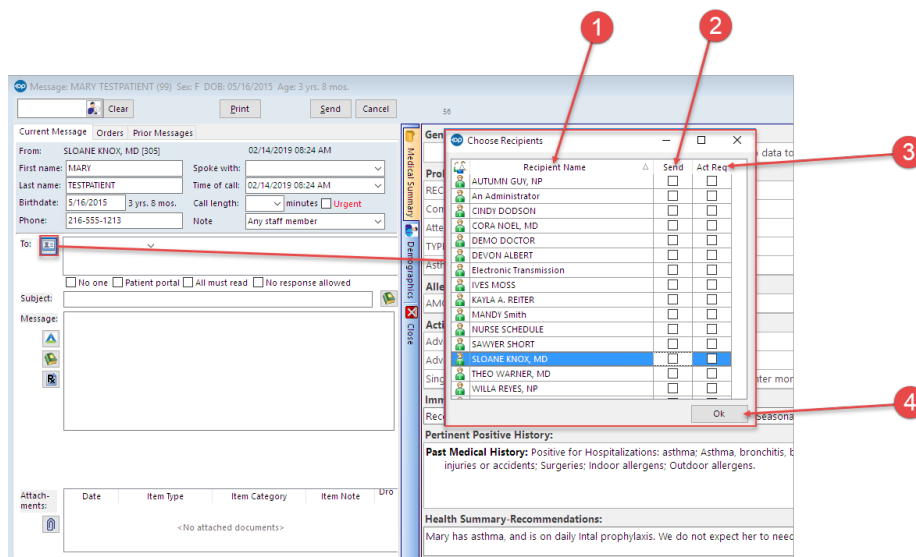
About Choose Recipients

Path: Clinical or Practice Management tab > Send Message Button > Choose Recipients from Grid button

Path: Main Navigation Panel > Phone, Portal, External, or Need Act > New Message > Choose Recipients from Grid button

Path: Clinical, Practice Management or Billing tab > Patient Chart button > Messages > New Message button > Choose Recipients from Grid button

The Choose Recipients window sets the recipients in the staff directory who will receive the message being created in the Message window.



Choose Recipients Map

Number	Section	Description
1	Recipient List	The Recipient List displays a list of individual members in the staff directory and departments.
2	Send checkbox	The Send checkbox is used to add a staff member to the recipient list.
3	Action Required (Act)	The Action Required checkbox is used if the recipient needs to complete a task related

	Req)	to the message. Selecting Action Required will automatically select Send.
4	OK button	Save the selections and adds the recipient(s) to the Message.

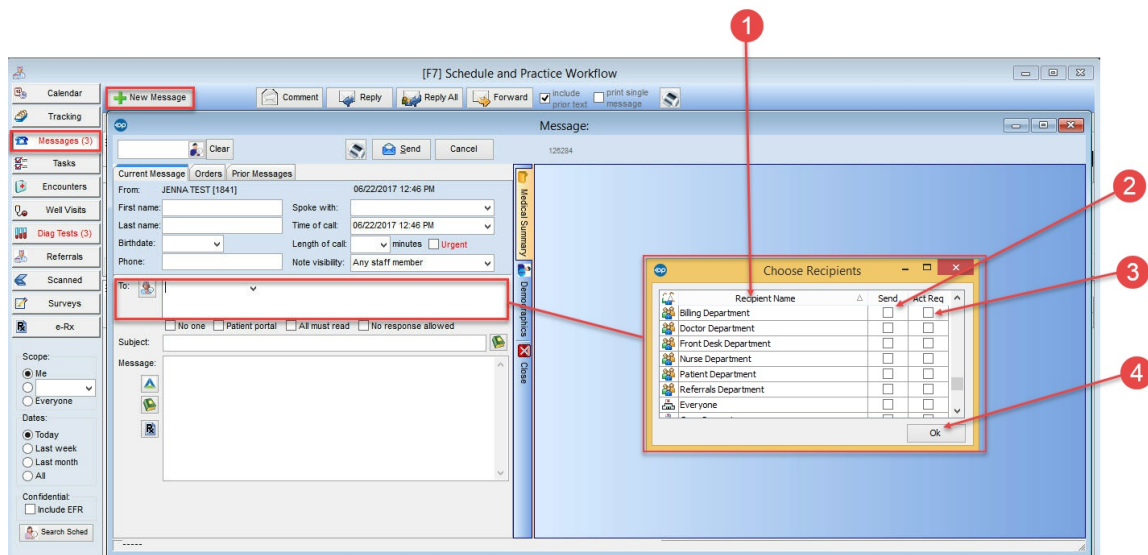
Version 14.10

About Choose Recipients

Path: Smart Toolbar > Messages button > + New Message button > Choose Recipients from Grid button

Path: Smart Toolbar > Schedule button > Messages Tab > + New Message button > Choose Recipients from Grid button

The Choose Recipients window sets the recipients in the staff directory who will receive the message being created in the Message window.



Choose Recipients Map

Number	Section	Description
1	Recipient List	The Recipient List displays a list of members in the staff directory along with department name.
2	Send checkbox	Select the Send checkbox to add a staff member to the recipient list.
3	Action Required (Act Req)	Select the Action Required checkbox if the recipient needs to complete a task related to the message. Selecting Action Required will automatically select Send.
4	OK button	Once all the recipients are selected, click the OK button to add the recipients to the Message.