

Message

Last Modified on 12/28/2022 8:50 am EST

Version 21.0



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.

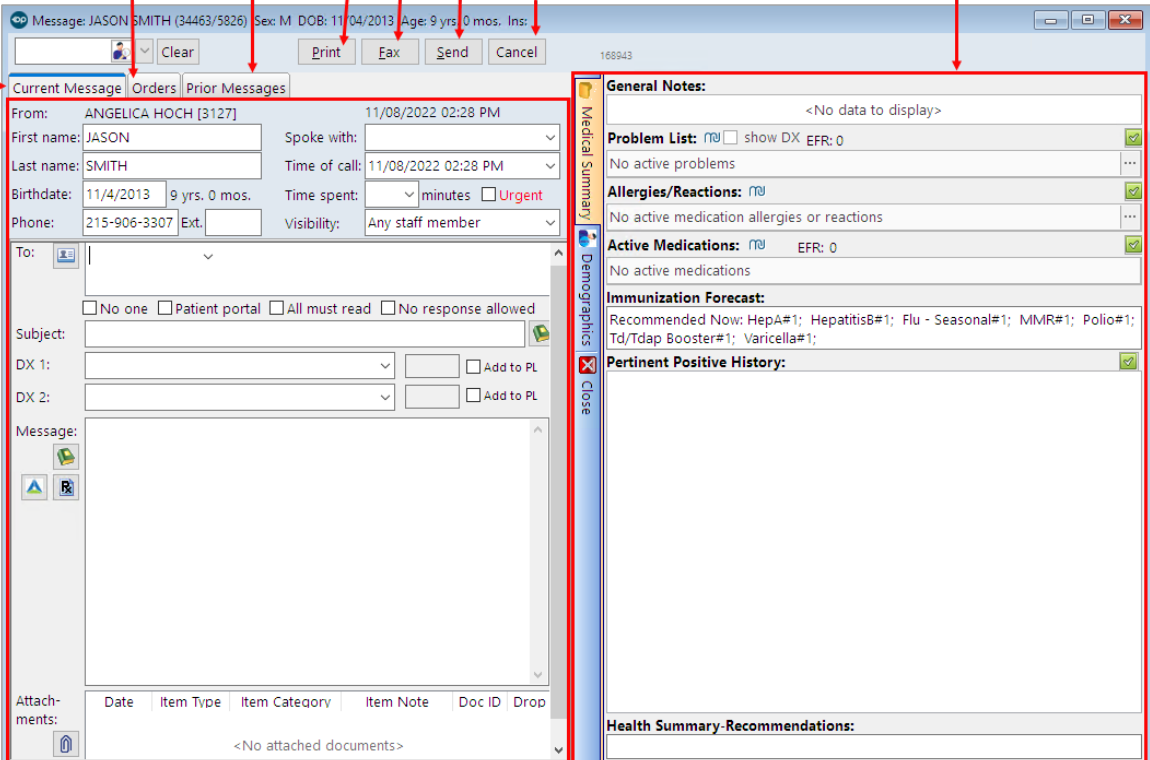
About Message

Path: Main Navigation Panel > Phone, Portal, External, or Need Action > New Message/Comment (or Save)/Reply/Reply All/Forward button

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Messages > New Message/Comment (or Save)/Reply/Reply All/Forward button

Path: Clinical or Practice Management tab > Send Message button

The Message window creates a new message in the Message Center.



The screenshot shows the Message window interface with the following callouts:

- 1**: Points to the 'To:' field.
- 2**: Points to the 'Current Message' tab.
- 3**: Points to the 'Clear' button.
- 4**: Points to the 'Print' button.
- 5**: Points to the 'Fax' button.
- 6**: Points to the 'Send' button.
- 7**: Points to the 'Cancel' button.
- 8**: Points to the patient information header (Name, Sex, DOB, Age, Ins.).
- 9**: Points to the right-hand sidebar containing medical notes and forecasts.

Message Map

Number	Section	Description
1	Message Info	The message info is located on the left-hand side of the Message window and includes: <ul style="list-style-type: none"> • The patient's information • Call detail fields for the purpose of documenting a telephone or portal message or care • Message visibility setting • Message recipient(s) • Message subject • DX 1 and 2, Add to PL (Problem List checkboxes) • Message body • Attachments
2	Current Message tab	The Current Message tab is where new messages are created.
3	Orders tab	The Orders tab allows you to place an order from within a message. If replying or commenting on a message the Orders tab will display any outstanding orders for the patient. Orders are categorized by order type (Medications, for example). Within the Orders tab, the Order Worksheet button opens the Order worksheet window, and the Order Template button opens the Order Template for Phone Messages window.
4	Prior Messages	The Prior Messages tab lists all prior messages related to the patient.
5	Print button	The Print button prints the message.
6	Fax Button	The Fax button transmits the message via fax. This button is visible to those practices that use eFax only.
7	Send button	The Send button transmits the message to the determined recipient.
8	Cancel button	The Cancel button cancels the message being created.
9	Patient Information	The Patient Information panel displays tabs to access the patient's Medical Summary and Demographics.

Version 20.18



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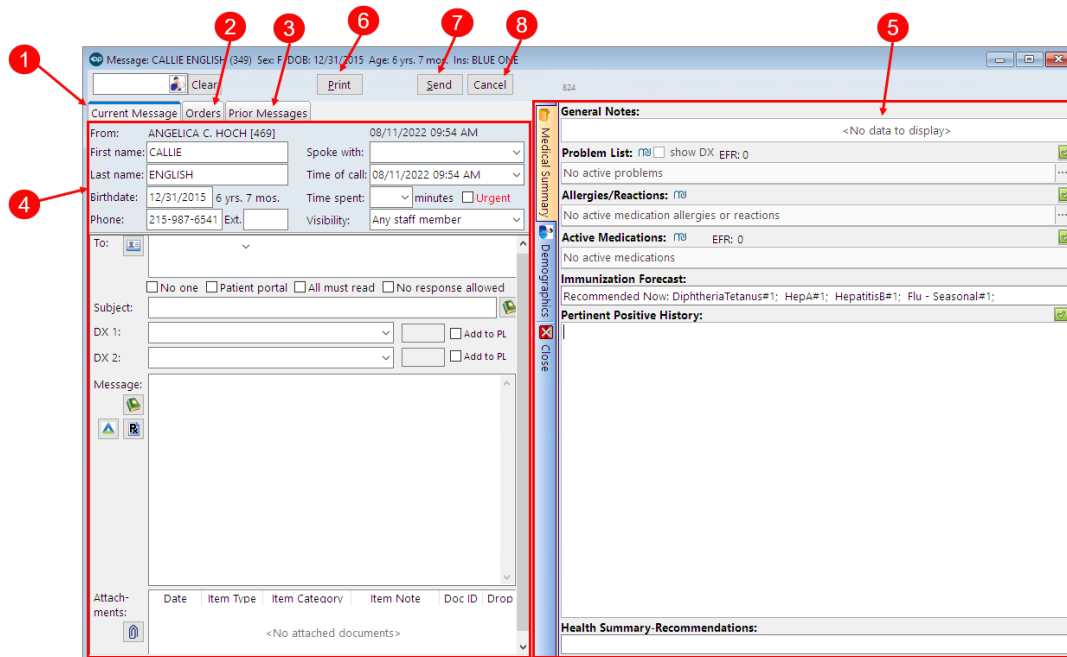
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