Messaging FAQs

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How do I remove message from wrong chart and place in correct chart?

Only the person who sends the message or someone who has the permission to view all messages can delete it.

1. Select the **Sent** tab.
2. Highlight the **Message**.
3. Click the Red **X**.

Once the message has been voided, you can then create the message in the correct patient's chart.

How do I delete message after it has been read?

After a message has been read, you are unable to delete the message but can you can invalidate the message if you were the original sender . To invalidate a message:

How do I get rid of sent messages?