

Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**.

OP Patient Portal: Send Bulk Message

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The content in this article is relevant to the OP Patient Portal, powered by InteliChart.

Overview

There may be times where the practice needs to send a message to several or many patients that are registered on the Patient Portal. To send a bulk message your user must be assigned Messaging permission or associated to a Role with this permission. Below you will find instruction on how to send such a message.

- 1. Log on to the Practice Portal.
- 2. Click Messages on the Navigation panel.
- 3. Click the New Message button.
- 4. Click the To button to display the Address Book, confirm Patient Account is selected in the Address Book type field.

Sea	rch by name	(Patient Account
	NAME	DOB	ADDRESS
4	ANNE TEST	9/15/2007	55 TEST AVENUE Lansdale, PA 19446
۵	AVA TEST	3/28/2014	101 PINE RD. Philadelphia, PA 19115
۵	BABY BOY 0014	4/30/2010	1C31152 2DE3A13E35, PA 99999
۵	BARKLEY TESTBOT	6/1/2018	123 SESAME STREET Holmes, PA 19043
4	BASIL TESTKIDDO	9/30/2018	101 SPICE DRIVE Fort Washington, PA 19034
.	CHARLES TEST	2/28/2003	444 ANY STREET Lansdale, PA 19446
.	Cindy Test	3/28/1985	
4	Cindy Test1	3/28/1985	
•	Cindy Testfam	3/28/1985	
-	Cindy Testkid	3/28/1985	
<	1 2 3 4	4 5	Showing 1 to 10 of 43 entrie

5. Select a patient by clicking the name, use the Ctrl + click to select additional patient accounts.



- 6. Click **OK** once all names are selected.
- 7. Type a subject in the Subject field.
- 8. Type the **message** in the Message field.
- 9. Click Send.

