

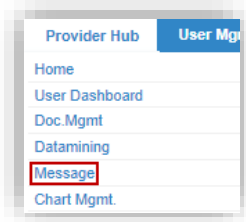


GeeseMed Message Manual-2020

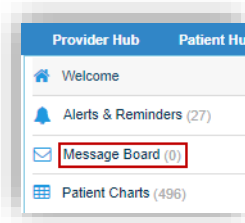


Message

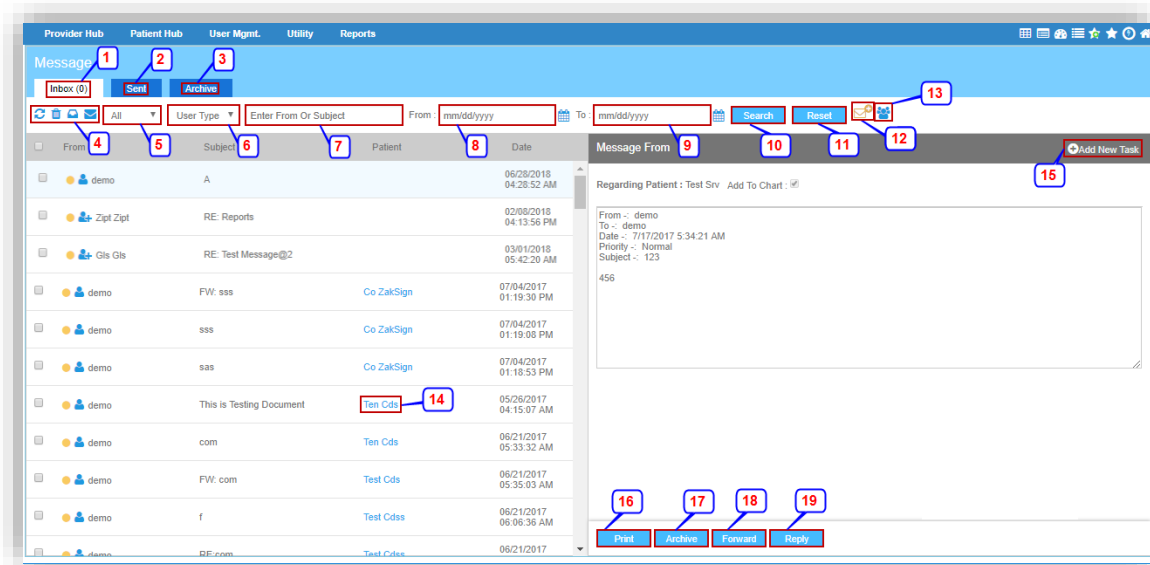
- The Message function is used to send messages to other users and providers.
- Navigate to the Message screen using one of the two options below:
 1. Path: **“Provider Hub>>Message”**



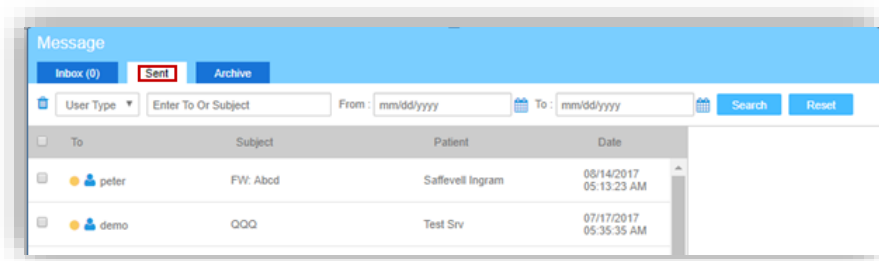
2. Path: **“Home>>Message Board”**



- Upon selection, the Message Board appears as shown below.

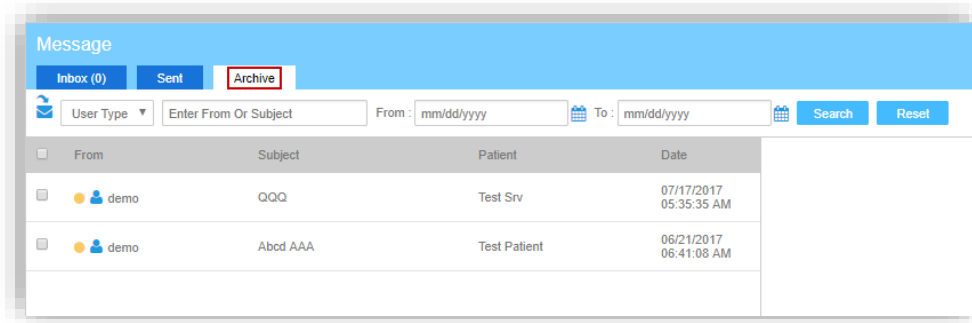


1. The Inbox is selected by default.
2. Click **‘Sent’** to view sent messages.

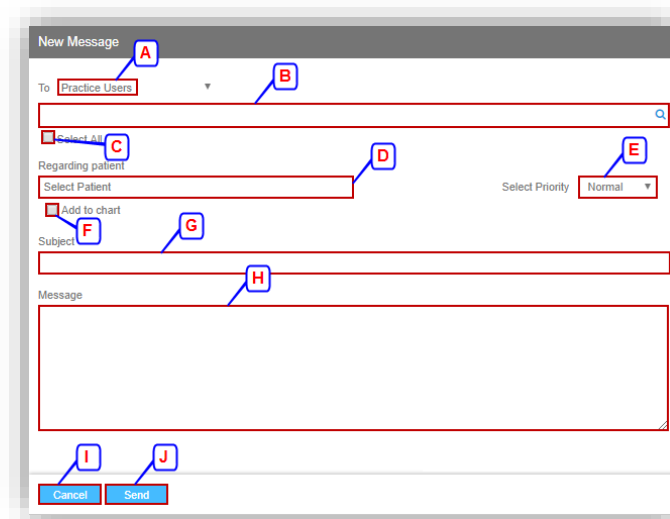




3. Click **'Archive'** to view archived messages.




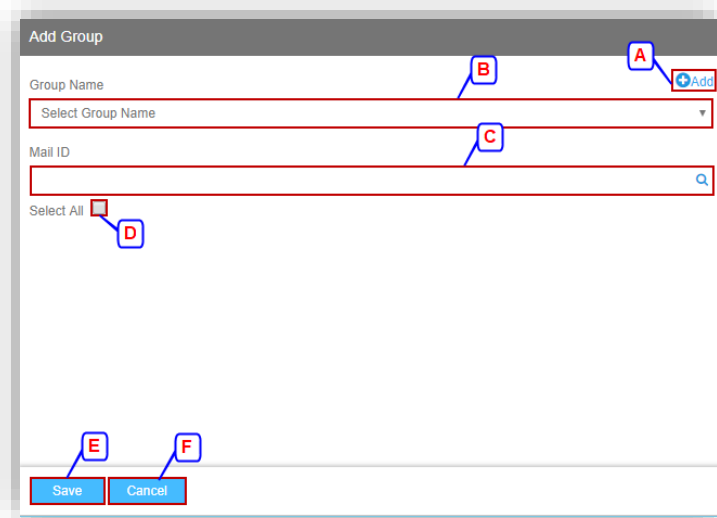
4. Refresh the Inbox.
 - Delete selected message(s).
 - Mark message(s) as Read
 - Mark Read message(s) as Unread
5. Select the filter for Read/Unread messages.
6. Select the User type from the dropdown menu.
7. Enter the search text.
8. Select From Date.
9. Select To Date.
10. Click **'Search'** using selected filters.
11. Click **'Reset'** to reset the filters.
12. Click on icon to create new message.



- A. Select either Practice Users/Patient (Portal Enable Only) from the dropdown menu.
Note: Only patients who have portal access will be displayed in the list.
- B. Search and Select the user(s).
- C. Checking this box selects all users.
- D. Search and Select the Patient.
- E. Select the Priority. (Normal is the default.)
- F. If you wish to enter the message into the patient chart, click the "Add to Chart" checkbox.
- G. Enter the subject of the message.
- H. Enter the message details.
- I. **'Cancel'** to cancel the entered details.
- J. **'Send'** to send the message.



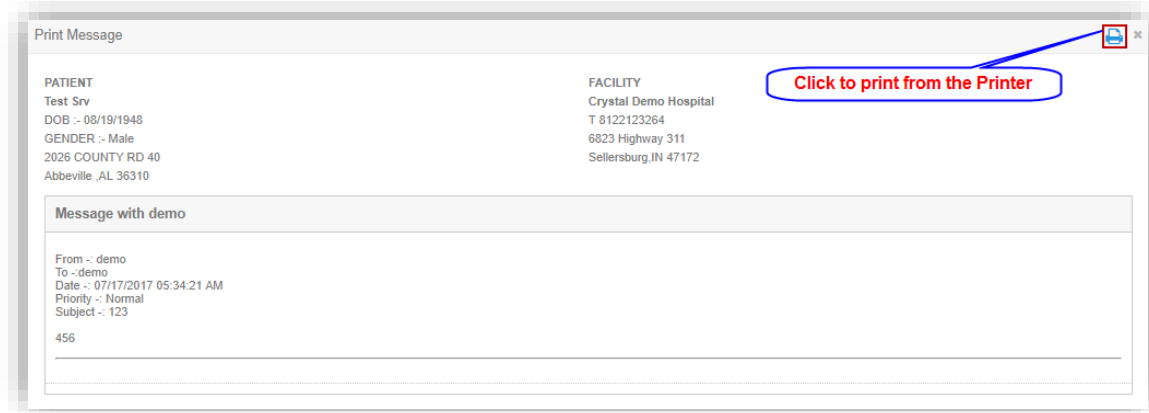
13. Click on  icon to create a new group as shown below



- A. Click on **'Add'** to add new Group Name.
- B. Select the Group Name.
- C. Search and Select the list of the users in the group.
- D. Click on the checkbox to select all the users.
- E. Click on **'Save'** to save.
- F. Click on **'Cancel'** to cancel.

Note: It will send the message separately to all the recipients when selecting the group.

- 14. Click on **'Patient Name'** to go to the Patient Chart Screen.
- 15. Click on **'Add New Task'** to add a new task.
- 16. Click on **'Print'** to print the message.



- 17. Click on **'Archive'** to archive the selected message.
- 18. Click on **'Forward'** to forward the message. You may add additional text in the Message field if desired. Select user from drop down click **'Send'**.



The screenshot shows the 'Forward' email form. At the top, there is a 'To' field with a dropdown menu set to 'Practice Users' and a search icon. Below this is a 'Select All' checkbox. The 'Regarding patient' section includes a search field with 'Test Srv', an 'Add to chart' checkbox, and a 'Select Priority' dropdown set to 'Normal'. The 'Subject' field contains 'FW: 123'. The 'Message' section is a large text area containing a preview of the original email: 'From -: demo', 'To -: demo', 'Date -: 7/17/2017 5:34:21 AM', 'Priority -: Normal', and 'Subject -: 123'. At the bottom, there are 'Cancel' and 'Send' buttons.

19. Click on **'Reply'** to reply to the message. Enter reply in Message section and click **'Send'**.

The screenshot shows the 'Reply' email form. The 'To' field has a dropdown menu set to 'Practice Users' and a search icon. The search field contains 'Demofn Demoln [demo]'. Below this is a 'Select All' checkbox. The 'Regarding patient' section includes a search field with 'Test Srv', an 'Add to chart' checkbox, and a 'Select Priority' dropdown set to 'Normal'. The 'Subject' field contains 'RE: 123'. The 'Message' section is a large text area containing a preview of the original email: 'From -: demo', 'To -: demo', 'Date -: 7/17/2017 5:34:21 AM', 'Priority -: Normal', and 'Subject -: 123'. At the bottom, there are 'Cancel' and 'Send' buttons.

Note: While replying to any mail; all the users will be in the "TO" section.