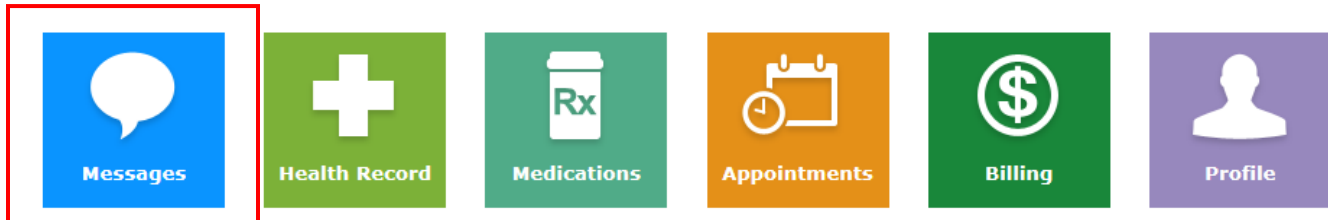


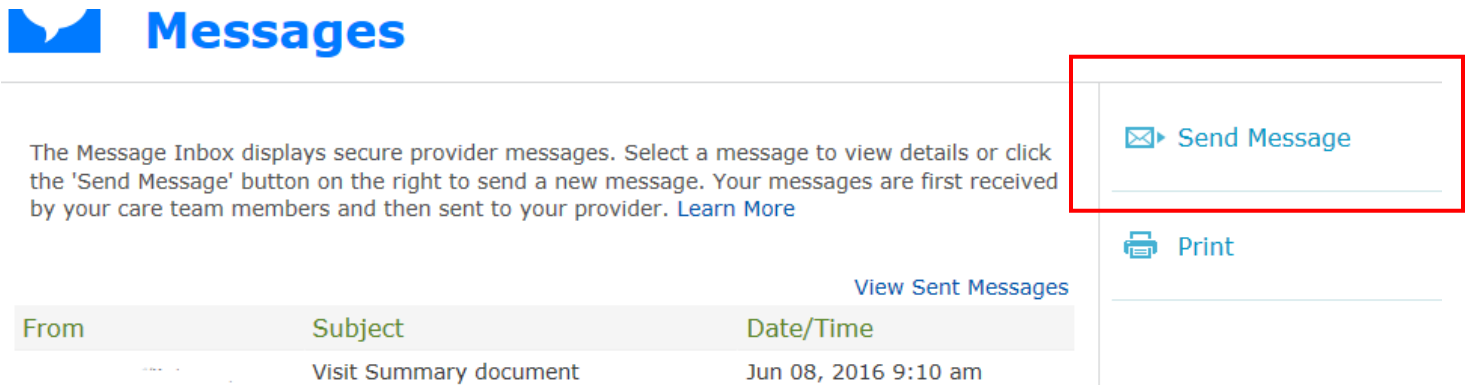
YOUR SECURE MESSAGES

How To Send A Secure Message To Your Healthcare Providers

1. Select > **Messages**



2. Select > **Send Message**



*Hint: If you're writing a longer, more complicated message, create it in Word or your regular email first, then cut and paste it into the message box on your Patient Portal and Select > **Send**. The Patient Portal may not detect activity while you're typing, and it could time out and shut down, causing you to lose your message.

3. **PLEASE NOTE!** Select > **V** (down arrow) in your Patient Portal so that you can view all the providers that are available to you for secure messaging. See the next example below. The “**Do Not Submit, Return to Message Inbox**” button lets you change your mind if you don’t want to send the email, or if you want to start over; it takes you back to where you started.

The screenshot shows a 'Messages' section with a 'New Message' form. The 'To' field is set to 'Bailey, Jessica A. M.D.' and has a dropdown arrow. A red box highlights this arrow, with a callout box pointing to it that says 'Click on the V to see all of your providers.' To the right, another red box highlights a button that says 'Do Not Submit. Return to Message Inbox'. Below the 'To' field, a dropdown menu is open, listing several providers: Bailey, Jessica A. M.D., Ballinger, Britt R NP, Cupino, Andrew C MD, Dixon, Michael M.D., Gilbert, Andrew P MD, Godlewski, Kris J MD, FACC, Hale Ford, Kerry S MD, Jennings, Margaret, Krainacker, David M.D., and Nowak, Diane P MD.

4. Choose the provider that you want to send a message to, put the main theme of the message in the subject area, and then type out your message in the big box. When you’re done, don’t forget to Select > **Send** at the bottom of the page so that your message goes to your provider.

New Message

To: Bailey, Jessica A. M.D. [v]

Subject: How many aspirin can I take? [x]

Good morning, Dr. Bailey,
 Can you remind me how many total aspirin pills I can take during the day?

Send

5. To view the messages that you've sent, Select > **View Sent Messages**.

The Message Inbox displays secure provider messages. Select a message to view details or click the 'Send Message' button on the right to send a new message. Your messages are first received by your care team members and then sent to your provider. [Learn More](#)

[View Sent Messages](#)

[Send Message](#)

[Print](#)

From	Subject	Date/Time
NICOLE	Visit Summary document	Jun 08, 2016 9:10 am
NICOLE	Test Message	Mar 03, 2016 8:44 am
KATHY	Office Patient Results	Feb 23, 2016 9:20 am

6. To go back to the Inbox to see the messages you've received from your healthcare providers, Select > **View Inbox**.

Select a message to view details or click 'Send Message' to send a new message. [Learn More](#)

[View Inbox](#)

[Send Message](#)

There are no messages for this patient.