



1. Open your Inbasket and click on **Patient Msg**



2. Enter the patient you wish to send the message to. Update the Subject Line.

**Patient Message**

To: **✓ Pain Test**

Regarding: Pain Test

Subject Line


★ | B | 🔍 | abc | ↩ | ? | + | Insert SmartText | 📄 | ⬅ | ➡ | ☰ | ↻

Text you want the patient to read


3. If you are setting this up earlier than you wish to send out, you can delay the message to send on a specific date. You can also request a notification if the patient hasn't read the message by a certain date.
4. On the right side of the message screen you will see options to add an attachment or a questionnaire to this message. Click the Add button for the one you wish to attach.

**Dates**


Delay sending until


Date 


Notify me if not read by

25/12/2020 

**Tasks & Attachments**

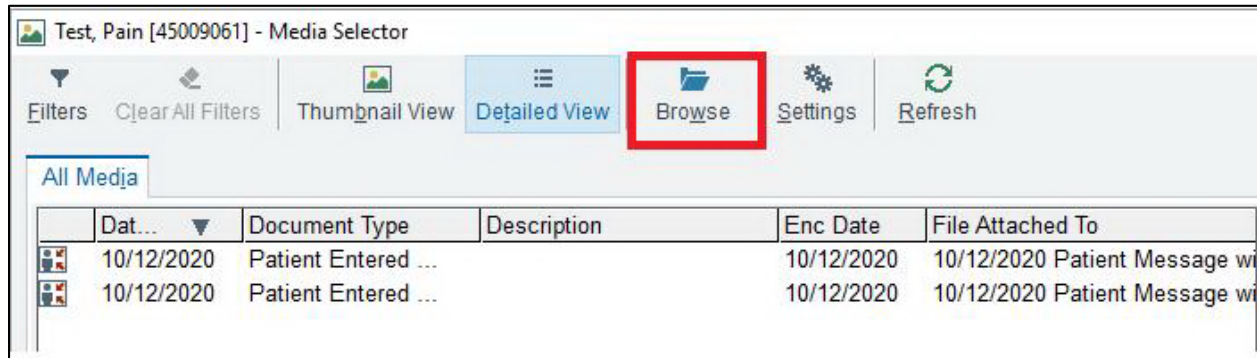
Attachment  **Add**

General Questionnaire  **Add**

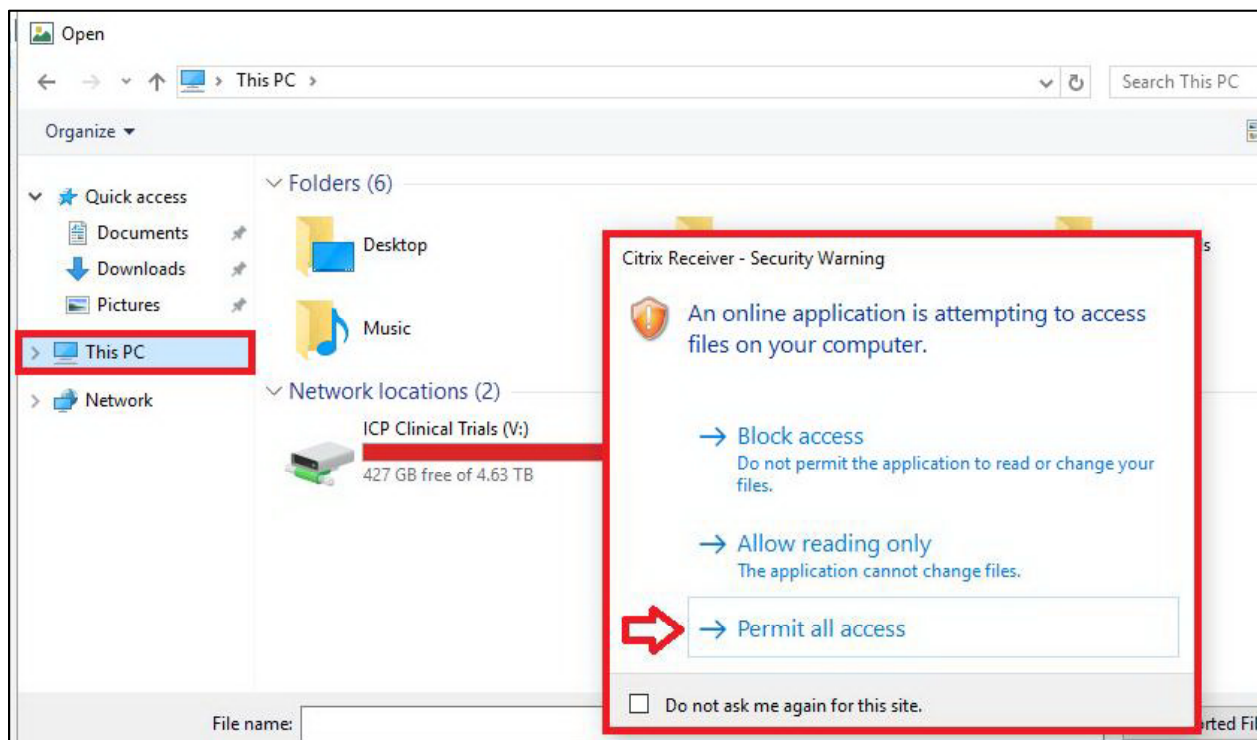
History Questionnaire  **Add**



5. Attachments will automatically only show the PDF's listed in a patient's media tab in Epic. If you want to attach anything from your computer you need to click **Browse**.

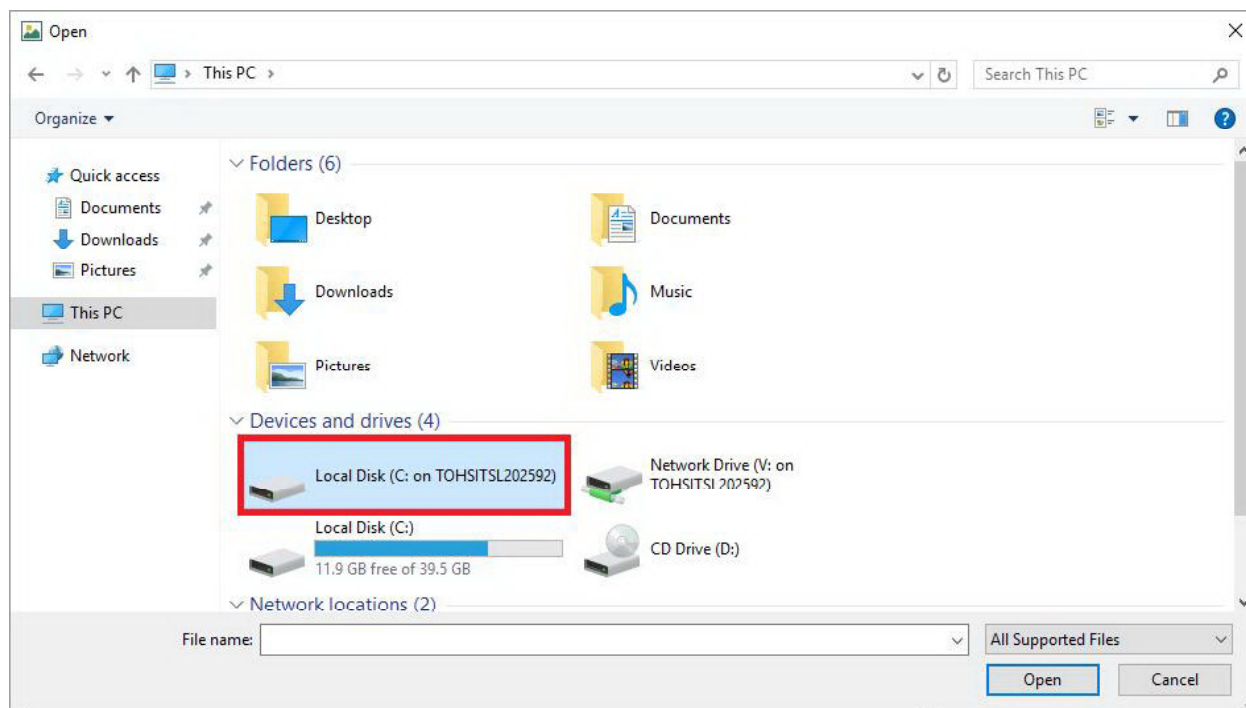


6. To find the path to your computer, click on 'This PC'. A window should pop up asking if an online application can access files on your computer. For this to work, you need to click 'Permit all access'

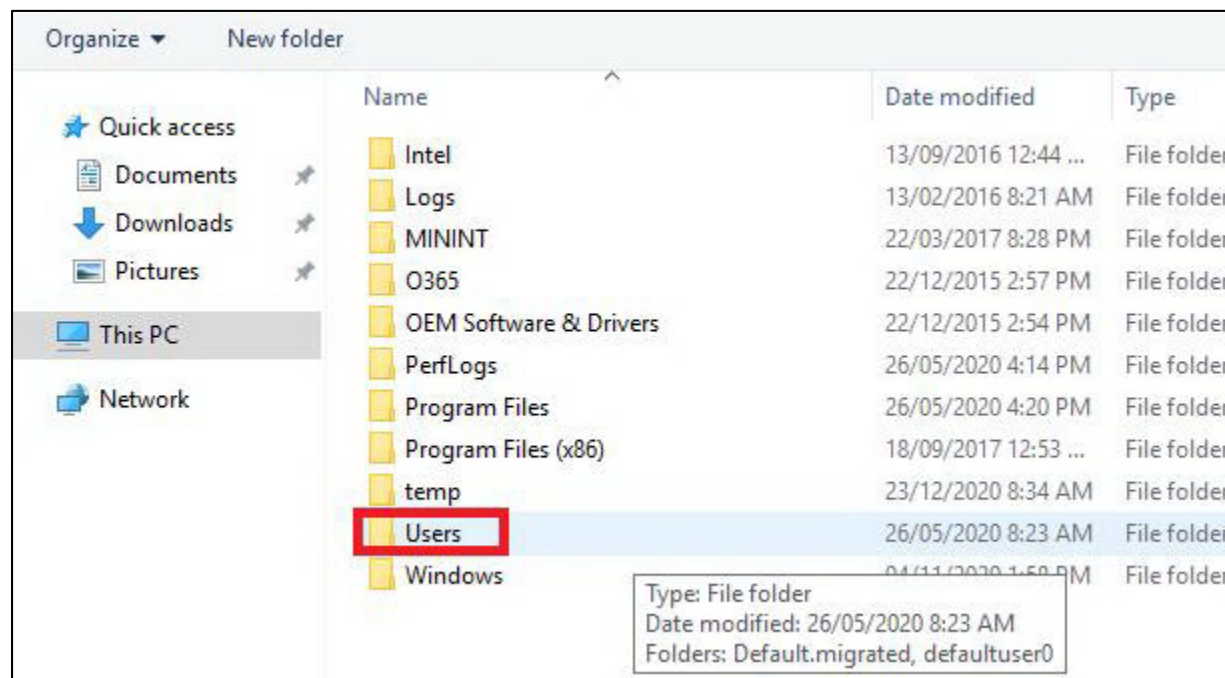




- Once access has been given, click on the C drive for your computer – it will be labeled Local Disc (C: on {computer asset number here})

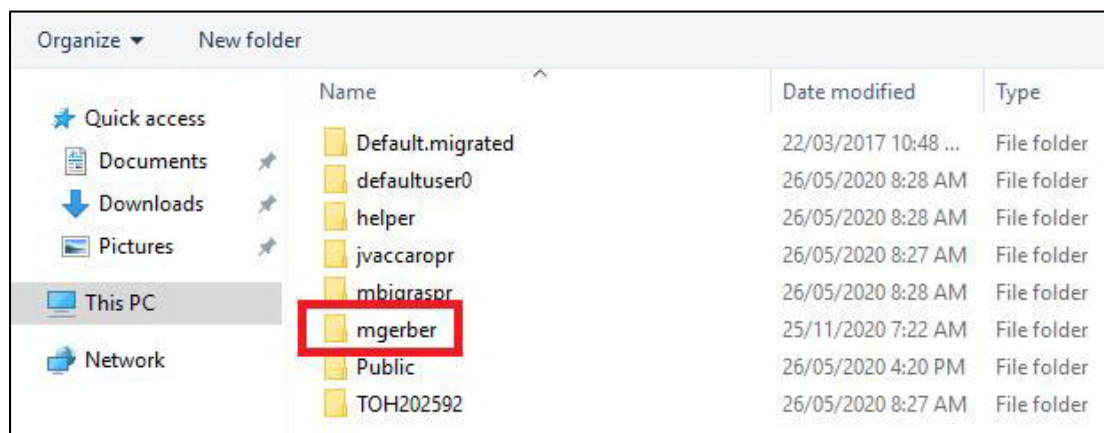


- Click on Users

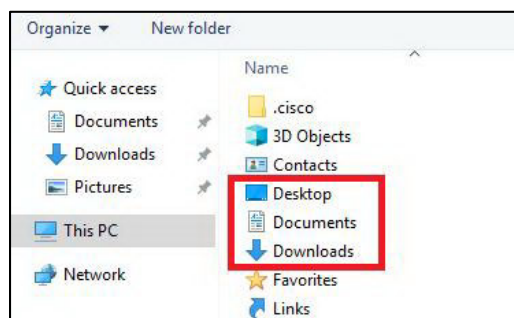




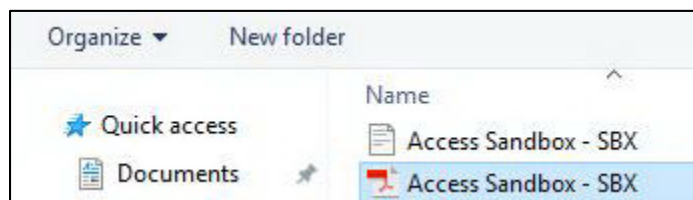
9. Click on your user name



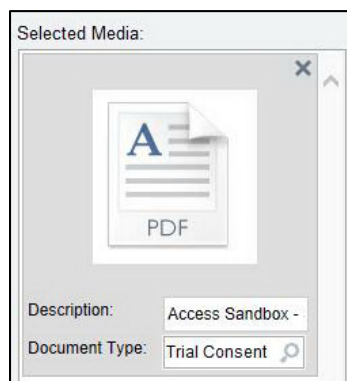
10. You will now find your computer Desktop, Documents and Downloads



11. Find the document you wish to attach



12. Once the attachment shows up in the Epic window, enter the document type and name





13. Click accept and the PDF is now attached to the In-basket message

14. Once sent, the attachment will show up in the patient message as demonstrated below

