eShare Messaging

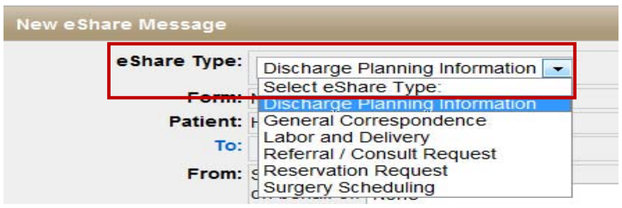
Quick Reference Guide
Version 4.1.5

HealtheConnection

Create a New eShare Message

eShare allows a configured practice to communicate securely with other configured practices.

1. Select the **eShare** icon in the **Results Inbox, eShare Inbox, Patient Archive Search Results or Global Search**.
2. Select the drop down arrow in the **eShare Type field** and select the type of message.



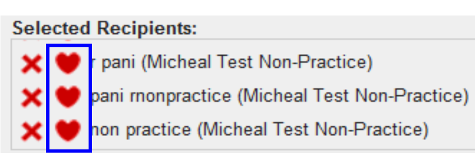
3. eShare messages have different forms associated with the type of eShare message being sent. Some eShare messages may not have a form. Click on the **highlighted form name** to open the **eShare Form**.

4. <u>Please carefully read the **eShare Form** and **complete** the required open text fields.</u>
   * eShare forms are specific to the practice or hospital.
5. When the form is complete, select **OK** to save and continue with the eShare message.

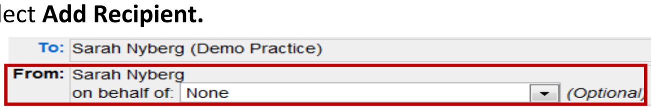
Add Recipients

1. Select the highlighted **TO:** to add recipients to the message.
2. Select the drop down arrow under **Select Recipients – Select an Office** and select the <u>**office**</u> from the available options.
3. Select the drop down arrow under **Select Recipients – Select a Recipient** and select the <u>**individual recipients**</u> from the available options. Repeat steps to add multiple recipients.

4. Add Favorites by selecting the **red heart** icon. The person added to the **Favorites** section.

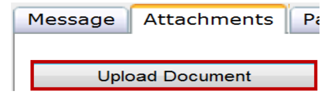


5. Select the recipient from the **Favorites** section and then select **Add Recipient.**



6. Select **Ok** to continue. Screen defaults to message.

Attach Documents



1. Select the **Attachment** tab to add an Attachment.
2. Select **Upload Document**.
3. Select **the document** from your computer and then select **Open** in the window that opens.
4. Repeat steps to attach additional files.

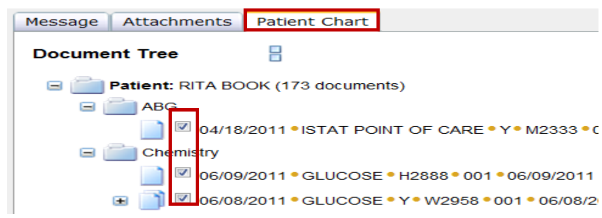
Scan Documents

Scanning Documents is only available to preapproved users.

1. Select the **Attachment** tab to add scanned documents to the message.
2. Select **Scan Documents.**
3. Scan the document into the eShare message.
4. For complete instructions, please reference **Scan Documents Quick Reference Guide.**

Patient Chart

1. Select the **Patient Chart** tab to add patient documents.
2. Click the **document check box** to add documents to the message.



Send

1. After all components of the eShare message have been completed, select **Send.** Sent messages can be viewed in the eShare Inbox Sent tab.

Save Draft

1. Select **Save Draft** to save the message.
2. Messages are saved to **Drafts tab** in the eShare Inbox.
3. Select the **highlighted patients** name to open to view and complete a saved message.
4. Select **Send** when message is complete.

Reply to Message

1. Select the intended **message** and select the **Reply** icon.
2. See section **Add Recipients** to add recipients to the message.
3. To view prior message, select the **Last Message** tab.
4. Enter a message into the **Message box** section.
5. Select **Send** to reply to the message.

Forward Message

1. Select the intended **message** and select the **Forward** icon.
2. See section **Add Recipients** to add recipients to the message.
3. Enter a message into the **Message box** section.
4. Select **Send** to forward the message.