

Tip Sheet

Customizations in Message Ctr (MSA)

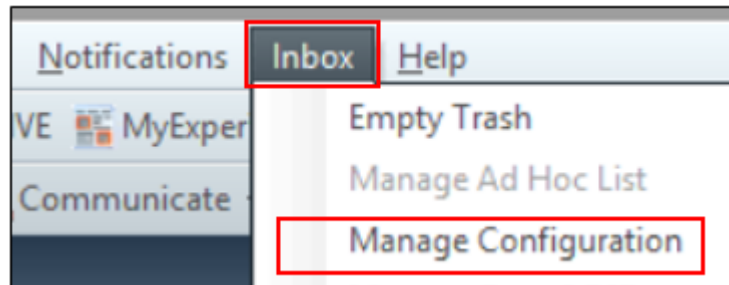
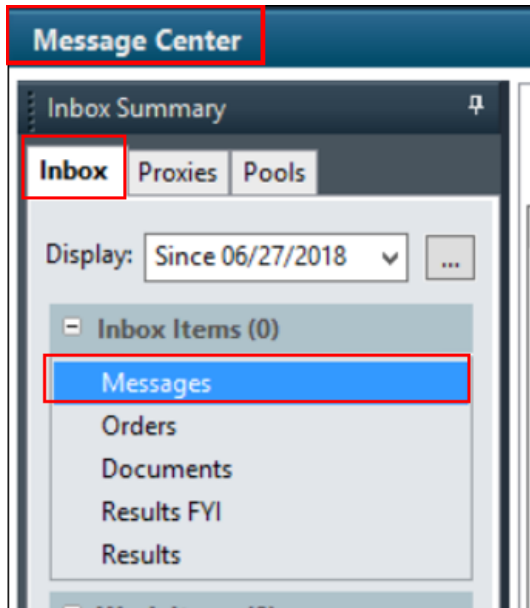
as of 15 Oct 2018

All patient person data used within MHS GENESIS training materials and associated courseware is fictional. Therefore, no protected health information (PHI) or personally identifiable information (PII) is contained within these materials and associated courseware.

Audience: MSA

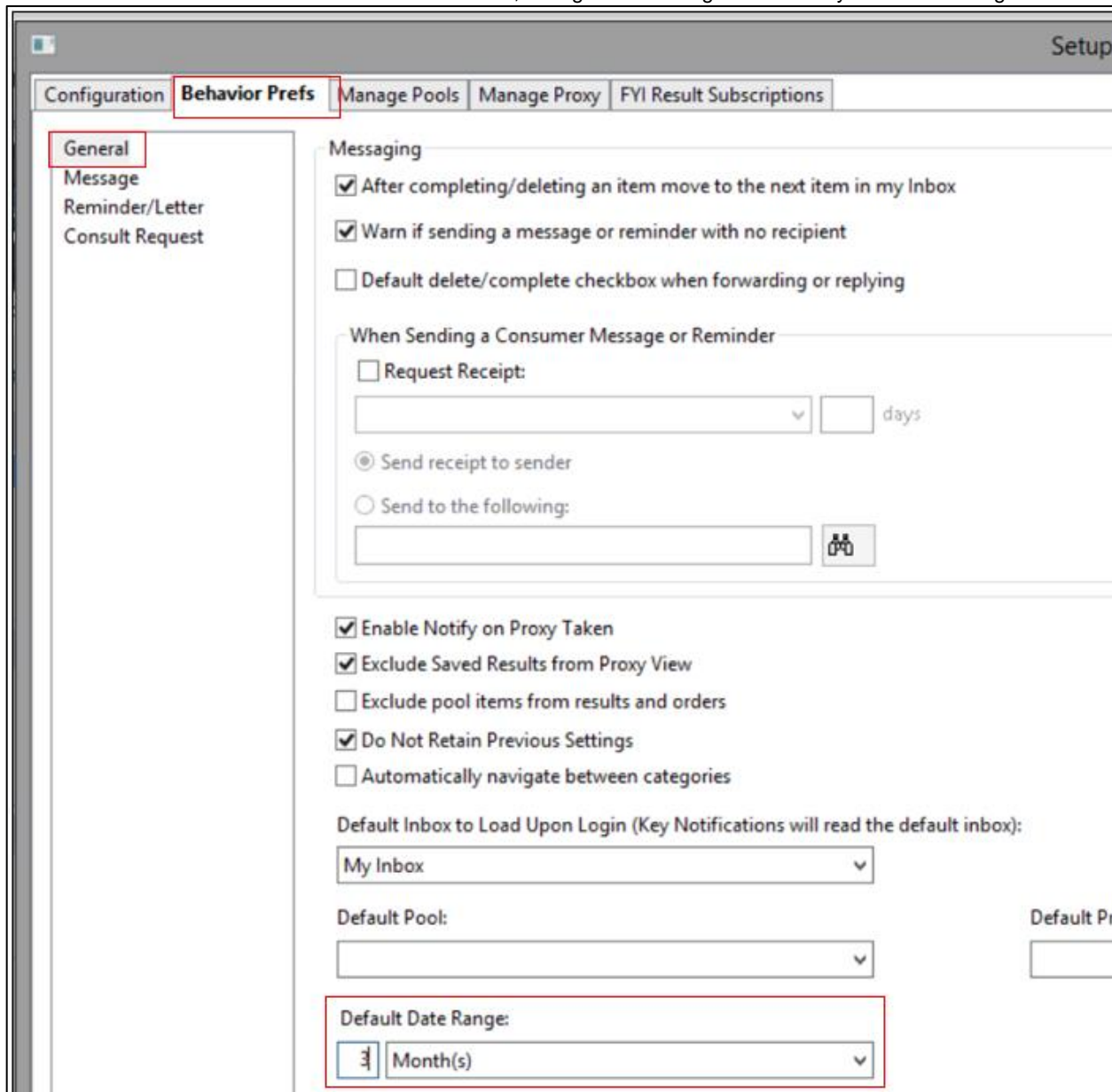
Message Center Configurations

1. Select **Message Center Inbox**, select **Messages**
2. Select the **Inbox** drop-down and select **Manage Configuration**



Customizations in Message Ctr – Continued

3. Select **Behavior Prefs** and in the **General** section, change default range from 30 Days to desired range



The screenshot shows the MHS GENESIS Setup page. The 'Behavior Prefs' tab is selected. The 'General' sub-tab is active. The 'Default Date Range' is highlighted with a red box, showing '3' and 'Month(s)'. Other settings include 'Messaging' options, 'When Sending a Consumer Message or Reminder' options, and 'Default Inbox to Load Upon Login'.

Setup

Configuration **Behavior Prefs** Manage Pools Manage Proxy FYI Result Subscriptions

General
Message
Reminder/Letter
Consult Request

Messaging

- ☒ After completing/deleting an item move to the next item in my Inbox
- ☒ Warn if sending a message or reminder with no recipient
- ☐ Default delete/complete checkbox when forwarding or replying

When Sending a Consumer Message or Reminder

- ☐ Request Receipt:
[] days
- ☒ Send receipt to sender
- ☐ Send to the following:
[]

- ☒ Enable Notify on Proxy Taken
- ☒ Exclude Saved Results from Proxy View
- ☐ Exclude pool items from results and orders
- ☒ Do Not Retain Previous Settings
- ☐ Automatically navigate between categories

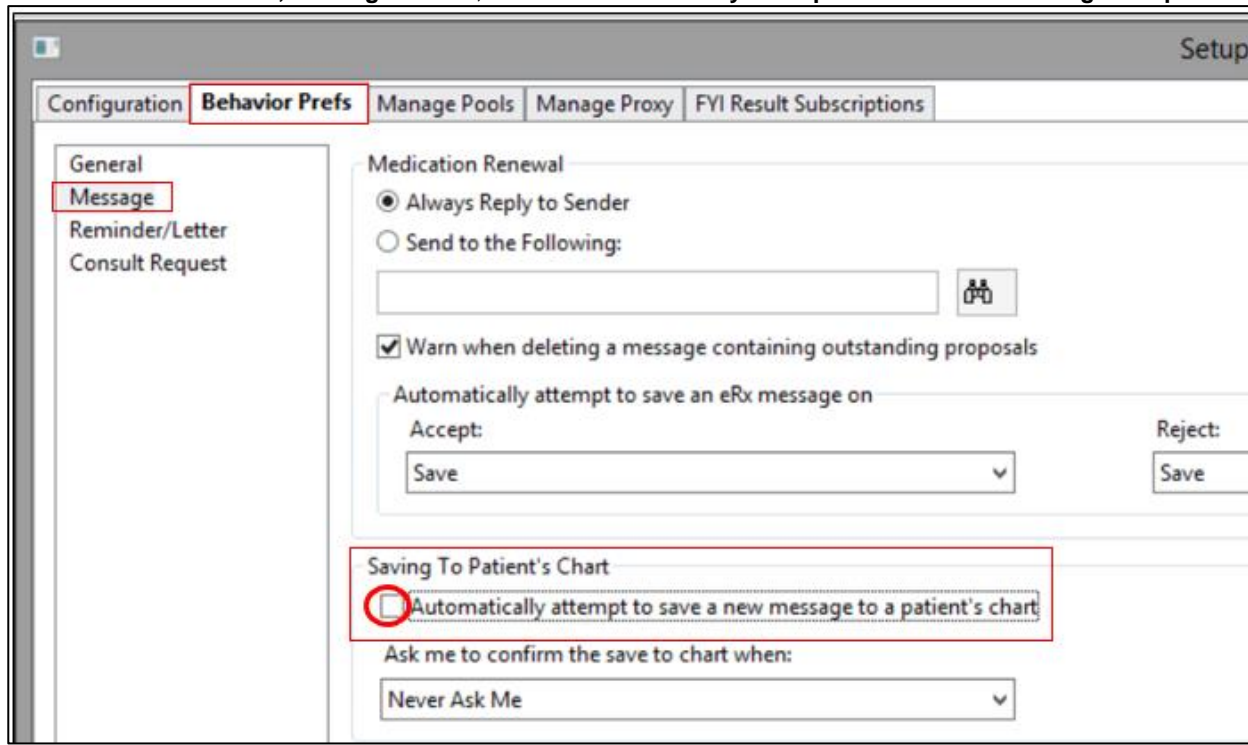
Default Inbox to Load Upon Login (Key Notifications will read the default inbox):
[My Inbox]

Default Pool: []

Default Date Range: [3] Month(s)



Customizations in Message Ctr – Continued

- Under **Behavior Prefs, Message** section, unselect **Automatically attempt to save a new message to a patient's chart**



The screenshot shows the 'Setup' window for 'Behavior Prefs' in the 'Message' section. The 'Message' tab is selected in the left sidebar. The 'Medication Renewal' section has 'Always Reply to Sender' selected. The 'Warn when deleting a message containing outstanding proposals' checkbox is checked. The 'Automatically attempt to save an eRx message on' section has 'Accept: Save' and 'Reject: Save' dropdowns. The 'Saving To Patient's Chart' section has the checkbox 'Automatically attempt to save a new message to a patient's chart' unselected and highlighted with a red circle. The 'Ask me to confirm the save to chart when:' dropdown is set to 'Never Ask Me'.

Save Custom Settings

- To save settings click the door to **Exit**  (Closing using the red X  will not save your settings)