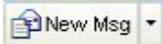


In Basket: Consult Messages

In Basket allows you to send and receive messages similar to email. Messages are sent to individual recipients or to a number of recipients grouped in a class or a pool. You can also associate a patient with the message using the Patient field on the message form so that the recipient can refer to the patient's chart.

Send an In Basket message

1. Select the In Basket tab.

2. Click the arrow next to  and select Patient Message.



3. In the **To** field, to send to a pool, type "P Pediatrics XXX" where XXX is the name of the service. Or completion match on the name of the person you would like to send your message.

Examples of Group Pools you can consult with:

PEDIATRICS CARDIOLOGY E-MAIL CONSULTS
PEDIATRICS DEVELOPMENTAL E-MAIL CONSULTS
PEDIATRICS ENDOCRINOLOGY/DIABETES E-MAIL CONSULTS
PEDIATRICS GASTROENTEROLOGY E-MAIL CONSULTS
PEDIATRICS GENERAL PEDIATRICS E-MAIL CONSULTS
PEDIATRICS HEMATOLOGY/ONCOLOGY E-MAIL CONSULTS
PEDIATRICS HOSPITALISTS E-MAIL CONSULTS
PEDIATRICS INFECTIOUS DISEASES E-MAIL CONSULTS
PEDIATRICS MEDICAL GENETICS E-MAIL CONSULTS
PEDIATRICS NEONATOLOGY E-MAIL CONSULTS
PEDIATRICS NEPHROLOGY E-MAIL CONSULTS
PEDIATRICS PULMONOLOGY E-MAIL CONSULTS
PEDIATRICS RHEUMATOLOGY E-MAIL CONSULTS

4. Enter a brief subject in the **Subject** or **Summary** field.

5. If you are sending a message regarding a patient, either click **Use <patient name>** to pull in the patient's name, or click  to use a different patient. This attaches the patient's name to the secure message.

6. Complete any other required fields.
7. Type your message in the **Note** field.

8. When you are finished, click  **Send Message**.

Reply to or forward a message

If a physician replies to these messages they will come to a folder called “Patient Communication”. If a physician copies you on encounter created for this patient in WakeOne, a message will come to you in the CC’s Charts folder.

My In Basket	
	In Basket
	CC'd Charts
	Patient Communication

Click a message to select it.

- To reply to a message, click **Reply**.
- To forward a message, click **Forward**.

View messages you've sent

1. Select the In Basket tab and click **My Out Basket**. The folders and messages in your Out Basket appear.
2. Select a message type in the folder pane, and then select a particular message in the top right pane to view it.
3. To return to your In Basket, click **My In Basket** in the bottom left corner.