

**This Quick Reference document provides instructions on how to message users in Alberta Netcare Portal (ANP).**

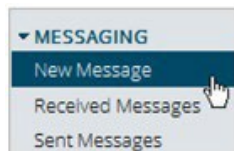
You can create and manage messages using the Clinical Portal Menu. You can also forward clinical documents to one or more ANP users from within a patient's Electronic Health Record (EHR).

## Sending a New Message

- 1 Click the bell icon located in the global menu.



Or, click **"New Message"** in the Clinical Portal Menu.



- 2 Either type the recipient's full ANP User ID in the **"To"** field or,
  - a Click **"To"** to open an ANP user search window. From there, do one of the following:  
  
Select your recipient from the automatically generated list of search results (use the **"Previous"** and **"Next"** navigation arrows to scroll through the list) or,  
  
b type the full/partial last name or ANP User ID of your intended recipient in the appropriate box, then click **"Search."** Select your recipient from the search results (use the **"Previous"** and **"Next"** navigation arrows to scroll through the list).  
  
Repeat step **a** or **b** for additional recipients.
- 3 Complete the additional areas of the message screen, including the **"Subject"** box and the choice of message importance. Select the **"Request a read receipt"** check box for

confirmation that someone has looked at your message.

- 4 Click **"Send."**

## To send a new message within the patient's EHR with a clinical document attached

- 1 Search for your patient and open their EHR.
- 2 Click the desired clinical document in the Clinical Document Viewer.
- 3 Click **"Send"** to email the clinical document to another Alberta Netcare Portal authorized healthcare provider. The recipient requires the appropriate ANP User Role to view the document.

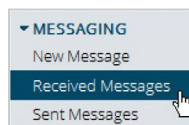
## Receiving a Message

Received messages are messages sent to you by another ANP user.

To access received messages, click the bell icon located in the global menu.



Or, click **"Received Messages"** in the Clinical Portal Menu.



### Message Legend



- Located in the global menu on the top right- hand corner
- Unread messages are indicated by a sealed envelope:
- Read messages are indicated by an open envelope:
- High priority messages are flagged with a red exclamation mark: mark:
- The number to the right of the bell icon indicates the number of unread messages.