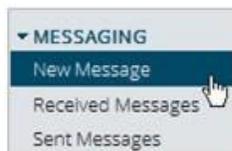
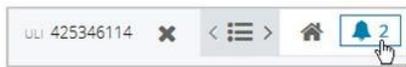


This quick reference provides instructions for messaging other Alberta Netcare Portal (ANP) users.

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 record.

Sending a New Message

- 1 Click the bell icon in the global menu. Or click **New Message** in the Clinical Portal Menu



- 2 Type the recipient's full ANP user ID in the **To** field, or click the **To** button to locate your recipient in one of the following ways:

- Select your recipient from the automatically generated list of search results (use the **Previous** and **Next** navigation arrows to scroll through the list).
- Type the full/partial last name or ANP user ID of your intended recipient in the corresponding 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 for additional recipients.

- 3 Complete the remaining fields, including the **Subject** box and the message importance selection. Click the **Request a read receipt** check box for confirmation that the recipient has viewed your message.
- 4 Click **Send**.

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

- 1 Search for the patient and open their record.
- 2 Click the desired clinical document in the Clinical Document Viewer (CDV).
- 3 Click **Send** to email the clinical document to another ANP authorized health care provider.

Note: The recipient requires the appropriate ANP user role to view the document.

Receiving a Message

To access received messages, click the **bell icon** in the global menu, or click **Received Messages** in the Clinical Portal Menu.



Message Legend

Located in the global menu, in the top right corner



- The number to the right of the bell icon indicates the number of unread messages.
- 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:  