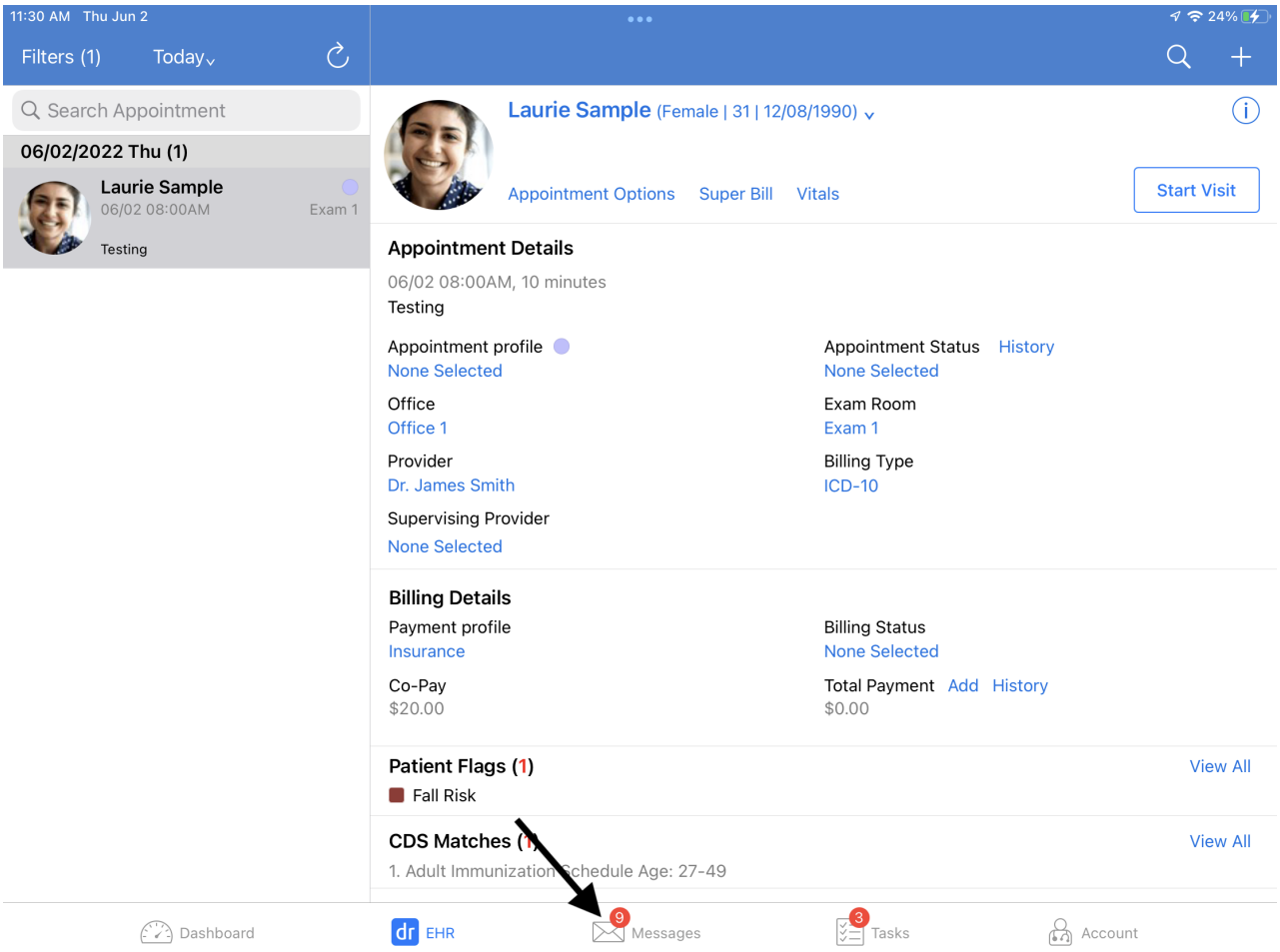
# Message Center Overview on the iPad

07/08/2024 7:24 pm EDT

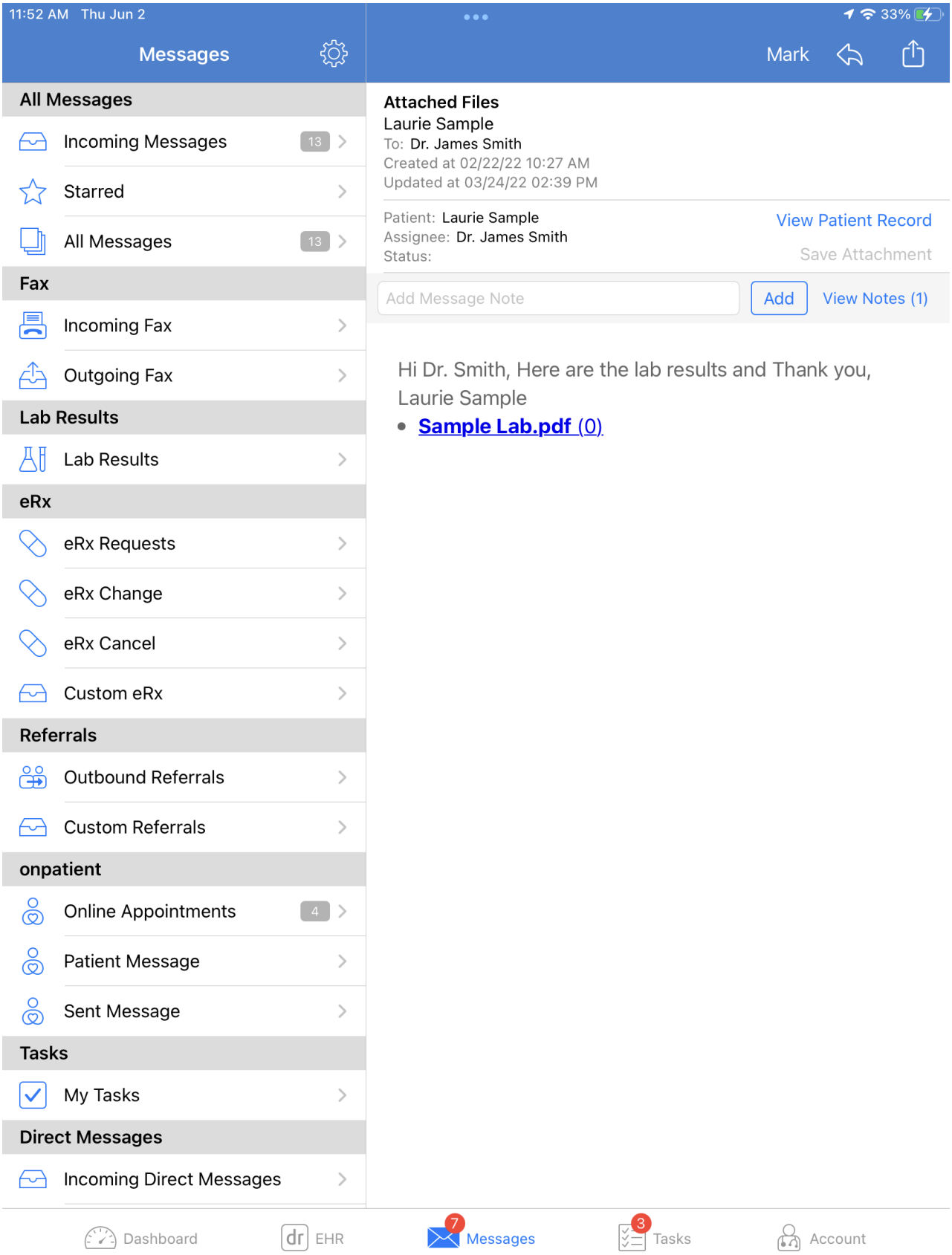
With the Message Center on the iPad App, you can access faxes and referrals, lab results, eRx refills, system-generated reports, OnPatient appointments and patient messages, and direct messages.

To access the Message Center, tap on the envelope (

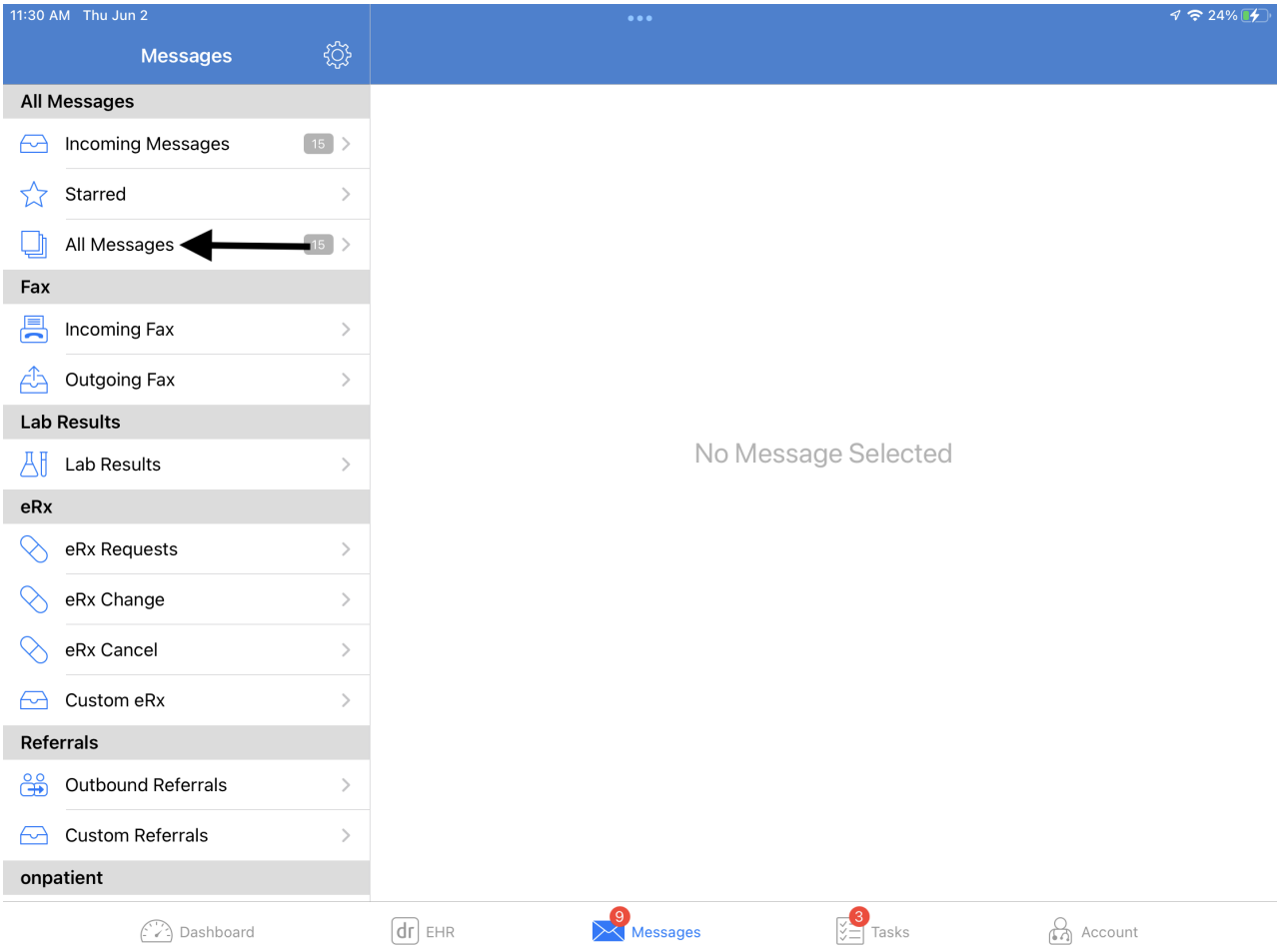
)icon from any screen in the app.




This will take you to your messages. From here you can choose which area they need to access by simply tapping a category.

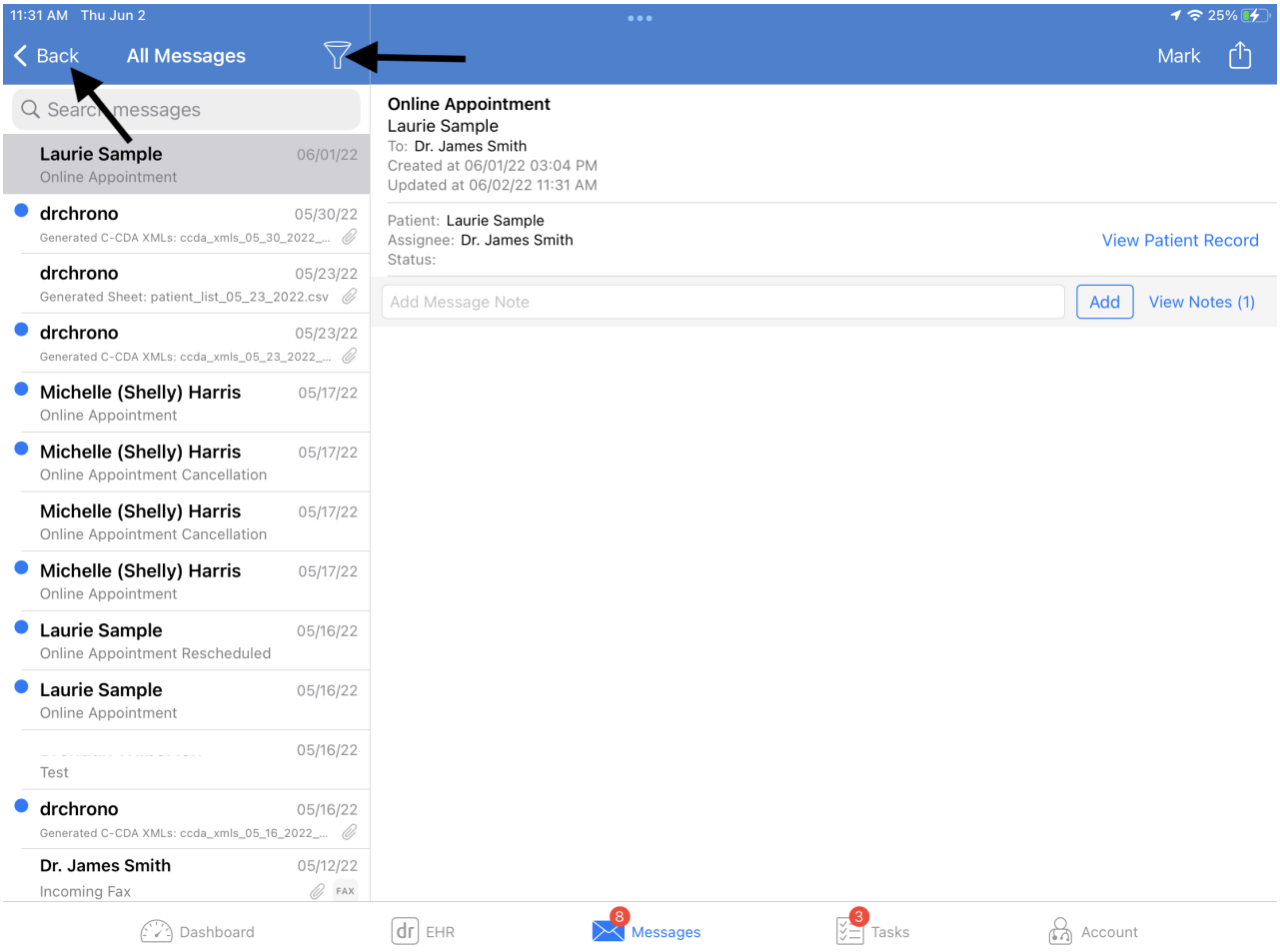



From the **All Messages** option, you may tap on any message to open the message detail view.



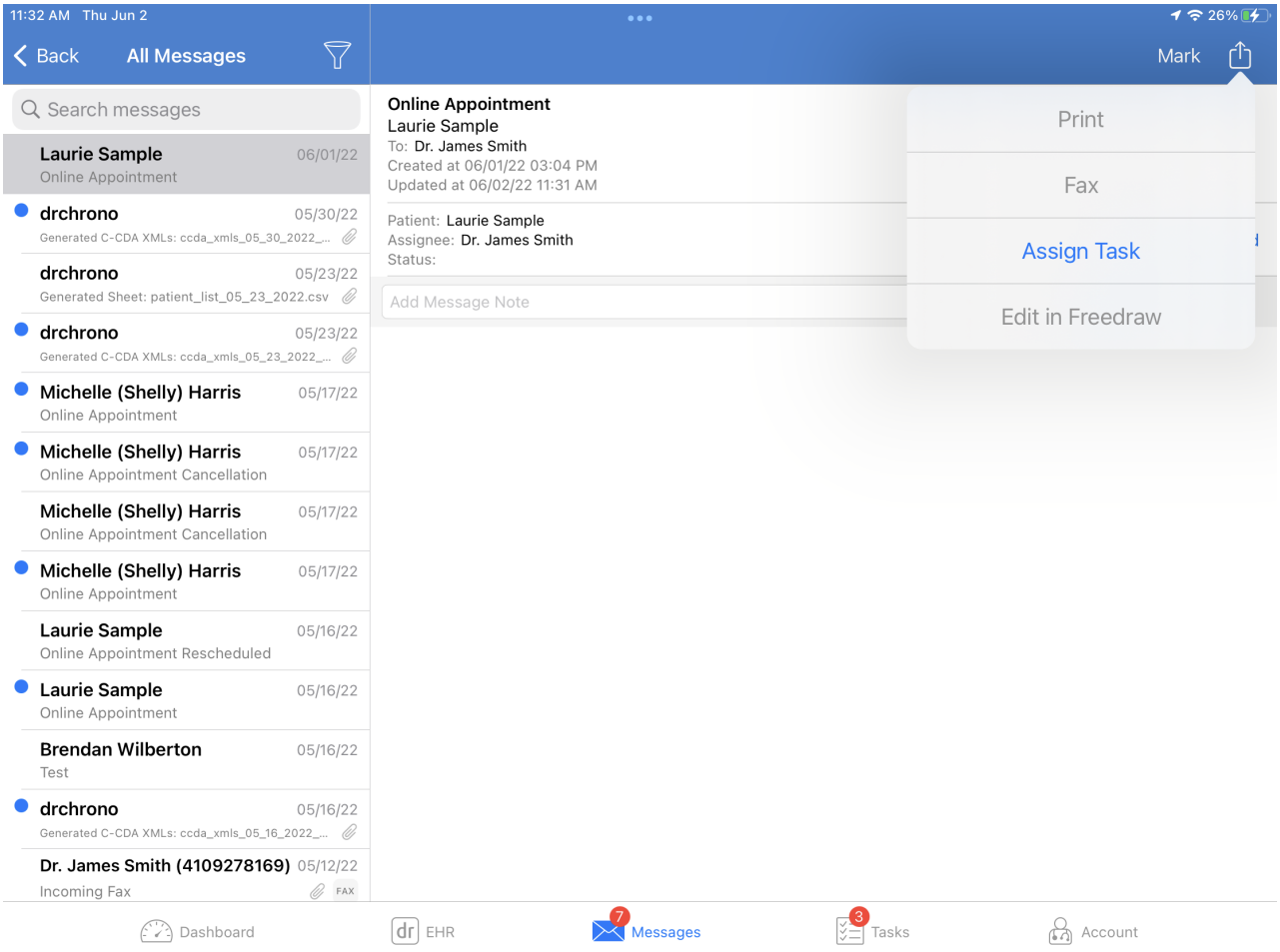

Tap **Back** to return to the main message center menu. Tap the filter icon (

) to filter the messages by date created or date updated.

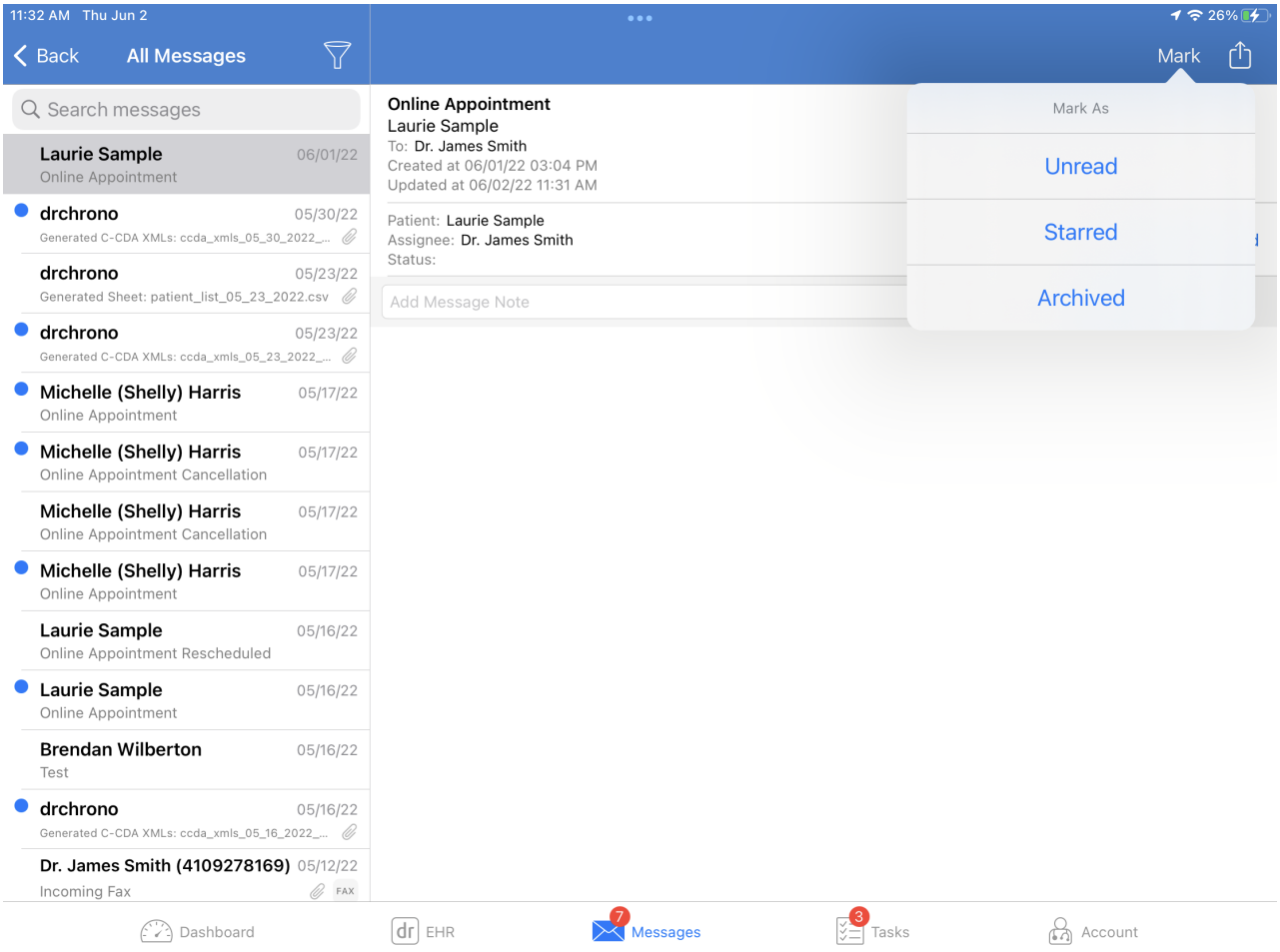



Tap on the (

) icon to access the option to print or fax the message depending on the type of message. You can also assign a task for the message or edit it with Freedraw if it is a document.




Under **Mark,** you can mark the message as unread. You can also star the message or archive it.


11:32 AM Thu Jun 2
26%
Back
All Messages
Mark
Search messages
Laurie Sample 06/01/22
Online Appointment
drchrono 05/30/22
Generated C-CDA XMLs: ccda_xmls_05_30_2022_...
drchrono 05/23/22
Generated Sheet: patient_list_05_23_2022.csv
drchrono 05/23/22
Generated C-CDA XMLs: ccda_xmls_05_23_2022_...
Michelle (Shelly) Harris 05/17/22
Online Appointment
Michelle (Shelly) Harris 05/17/22
Online Appointment Cancellation
Michelle (Shelly) Harris 05/17/22
Online Appointment Cancellation
Michelle (Shelly) Harris 05/17/22
Online Appointment
Laurie Sample 05/16/22
Online Appointment Rescheduled
Laurie Sample 05/16/22
Online Appointment
Brendan Wilberton 05/16/22
Test
drchrono 05/16/22
Generated C-CDA XMLs: ccda_xmls_05_16_2022_...
Dr. James Smith (4109278169) 05/12/22
Incoming Fax
FAX
Online Appointment
Laurie Sample
To: Dr. James Smith
Created at 06/01/22 03:04 PM
Updated at 06/02/22 11:31 AM
Patient: Laurie Sample
Assignee: Dr. James Smith
Status:
Add Message Note
Mark As
Unread
Starred
Archived
Dashboard
EHR
7
Messages
3
Tasks
Account