

How can I view messages I previously sent to my patients?

07/08/2024 7:47 pm EDT

If you have been communicating with your patient through the OnPatient portal, you can view the list of messages you have sent in DrChrono.

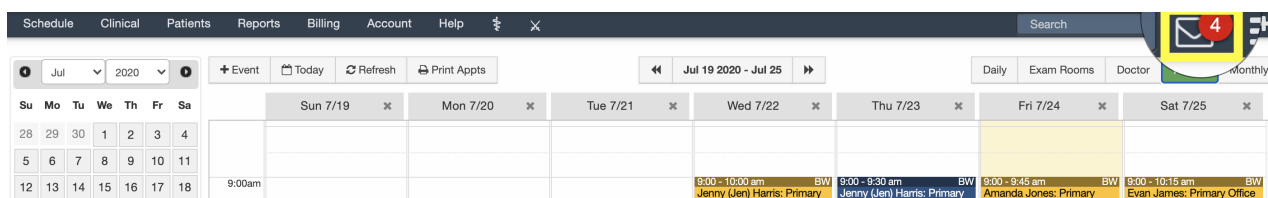
You can see the messages you have sent in the Message Center or in the patient's chart.

Message Center

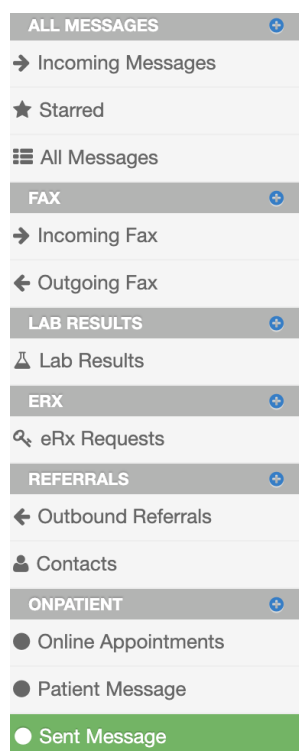
1. Click on the (



) icon next to the Search field.



2. On the left-hand navigation of your message center, select the **Sent Message** tab under the OnPatient section to view your sent messages.



3. Here, you'll be able to view all the messages you have sent to your patients via OnPatient. In the search box in the upper right-hand corner, you'll be able to search for your messages by keyword or patient name. Click on the message to view its contents.

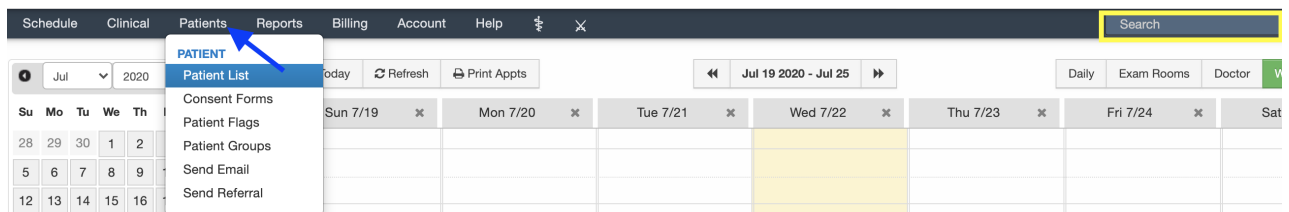
Mark as Read	Mark as Unread	Show Archived	1 - 6 OF 6	Search Messages	Q
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<input type="checkbox"/>	From	Title	Assigned to	Assigned by	Workflow	Date
<input type="checkbox"/>	Thomas Your	Bring your driver's license to your next appointment	Thomas Your			Oct 03, 2:38 p.m.
<input type="checkbox"/>	Thomas Your	Your Patient Documents	Thomas Your			Oct 03, 10:33 a.m.
<input type="checkbox"/>	Thomas Your	Your Patient Documents	Thomas Your			Oct 03, 10:33 a.m.
<input type="checkbox"/>	Thomas Your	Extended Character Set Test	Thomas Your			Aug 31, 4:08 p.m.
<input type="checkbox"/>	Thomas Your	Don't raise interest rates anymore	Thomas Your			Aug 31, 4:02 p.m.
<input type="checkbox"/>	Thomas Your	Don't forget to spay your pets	Thomas Your			Aug 31, 3:46 p.m.

Patient Chart

You can also view the messages you have sent a patient in their chart.

1. To find the patient, go to **Patients > Patient List** or enter the patient's name or chart ID in the **Search** field.



2. Once in the chart click on the **Communication** option on the left. It will default to the **Messages** tab. Click on a message to view its contents.

