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

07/24/2024 3:30 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 (

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)icon next to the **Search** field.

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| ¢ | | Jul | | v 2 | 2020 | ~ | 0 | + Event | 🗂 Today | ${oldsymbol{\mathcal{C}}}$ Refresh | 🖶 Print Appts | | | | Jul 19 2020 - Jul 25 | ₩ | | | Daily Exam Room | is D | octor | Monthly |
| s | u M | 0 | Tu | We | Th | Fr | Sa | | Sun 7/ | ′19 🗙 | Mon 7/20 | × | Tue 7/21 | ж | Wed 7/22 | ж | Thu 7/23 | × | Fri 7/24 | ж | Sat 7/25 | ж |
| 2 | 8 29 | 9 | 30 | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | |
| Ę | 5 6 | | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | |
| 1 | 2 13 | 3 | 14 | 15 | 16 | 17 | 18 | 9:00am | | | | | | | 9:00 - 10:00 am Jenny (Jen) Harris: P | | 9:00 - 9:30 am Jenny (Jen) Harris: Pr | | 9:00 - 9:45 am Amanda Jones: Prima | | 9:00 - 10:15 am Evan James: Prima | BW ry Office |

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.



Fax number: +1 (650) 332-8403

| Mark a | as Read | Mark as | s Unread | Show Archived | | 1 - 6 OF 6 | Search Mes | sages | | Q |
|--------|------------|---------|-------------|-------------------------|--------------------|-------------|-------------|----------|--------------|--------|
| | From | | Title | | | Assigned to | Assigned by | Workflow | Date | |
| | Thomas You | ur 🗹 | Bring your | driver's license to you | r next appointment | Thomas Your | | | Oct 03, 2:38 | p.m. |
| | Thomas You | ur 🖂 | Your Patien | t Documents | | Thomas Your | | | Oct 03, 10:3 | 3 a.m. |
| | Thomas You | ur 🖂 | Your Patien | t Documents | | Thomas Your | | | Oct 03, 10:3 | 3 a.m. |
| | Thomas You | ur 🖂 | Extended C | Character Set Test | | Thomas Your | | | Aug 31, 4:08 | 3 p.m. |
| | Thomas You | ur 🖂 | Don't raise | interest rates anymore | e | Thomas Your | | | Aug 31, 4:02 | 2 p.m. |
| | Thomas You | ur 🖂 | Don't forge | t to spay your pets | | Thomas Your | | | Aug 31, 3:46 | 6 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.

| So | ched | ule | (| Clini | ical | Patients Reports | Billin | g Accou | nt Help | \$ X | | | | | | | l | Search | | |
|----|------|-----|-----|-------|------|--------------------------------|--------|-----------|---------------|------|----------|---|----------------------|---|----------|---|-------|------------|----|---------|
| 0 | J | ul | ~ | 2 | 020 | PATIENT Patient List | ōday | 2 Refresh | ⊖ Print Appts | | | | Jul 19 2020 - Jul 25 | ₩ | | | Daily | Exam Rooms | Do | octor V |
| Su | Mo | ът | u V | le | Th | Consent Forms Patient Flags | Sun 7/ | /19 🗙 | Mon 7/20 | D × | Tue 7/21 | × | Wed 7/22 | × | Thu 7/23 | × | F | Fri 7/24 | × | Sat |
| 28 | 29 | 3 | 0 | 1 | 2 | Patient Groups | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 7 8 | 3 | 9 . | Send Email | | | | | | | | | | | | | | |
| 12 | 13 | 1 | 4 1 | 5 | 16 | Send Referral | | | | | | | | | | | | | | |

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.

| + Add new patient | | Laurie | Sam | nple (Female 31 years old Dec. 8, 1990) | | SAJA000001 | | | |
|---------------------|-----------------|------------------------|-------|---|-------------------------|-----------------------------------|--|--|--|
| Demographics | 3 | | | 3) 555-5555 Email: : Date Added: Jan. 4, 2022 3 Gibraitar Dr Last Scheduled Appt: Thu Mar 31, 2022 | | | | | |
| Appointments | | | | nnyvale , CA 60005 Next Scheduled Appt: Mon Apr 04, 2022 | | | | | |
| Clinical Dashboard | | CDS | S: Ad | dult Immunization Schedule Age: 27-49 | | | | | |
| Documents | t access | enabled New Referral | Fax | Demographics | Vitals + Scher | Vitals + Schedule New Appointment | | | |
| Tasks 1 | Massages | | | | | | | | |
| Problem List 6 | Messages mind | ers sent Communication | Logs | | | | | | |
| Medication List 8 | | | | | Send M | Send Email | | | |
| Send eRx | From | То | | Title | Date / Time | | | | |
| Allergy List | Dr. James Smith | Laurie Sample | | Lab Results | Apr 06, 2022 11:21 a.m. | Retract from onpatient | | | |
| Drug Interactions | Dr. James Smith | Laurie Sample | | Clinical Summary | Mar 04, 2022 3:46 p.m. | Retract from onpatient | | | |
| CQMs | Laurie Sample | Dr. James Smith | | Attached Files | Feb 22, 2022 8:27 a.m. | | | | |
| Intake Data | | | | | | | | | |
| Lab Orders | Com | munication | | | | | | | |
| Immunizations | | | | | | | | | |
| Growth Charts | 7 | | | | | | | | |
| onpatient Access | | | | | | | | | |
| Education Resources | / | | | | | | | | |
| Communication | | | | | | | | | |
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