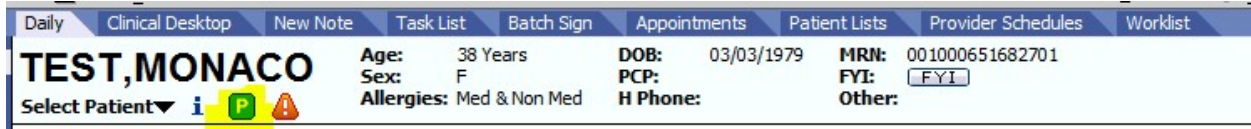


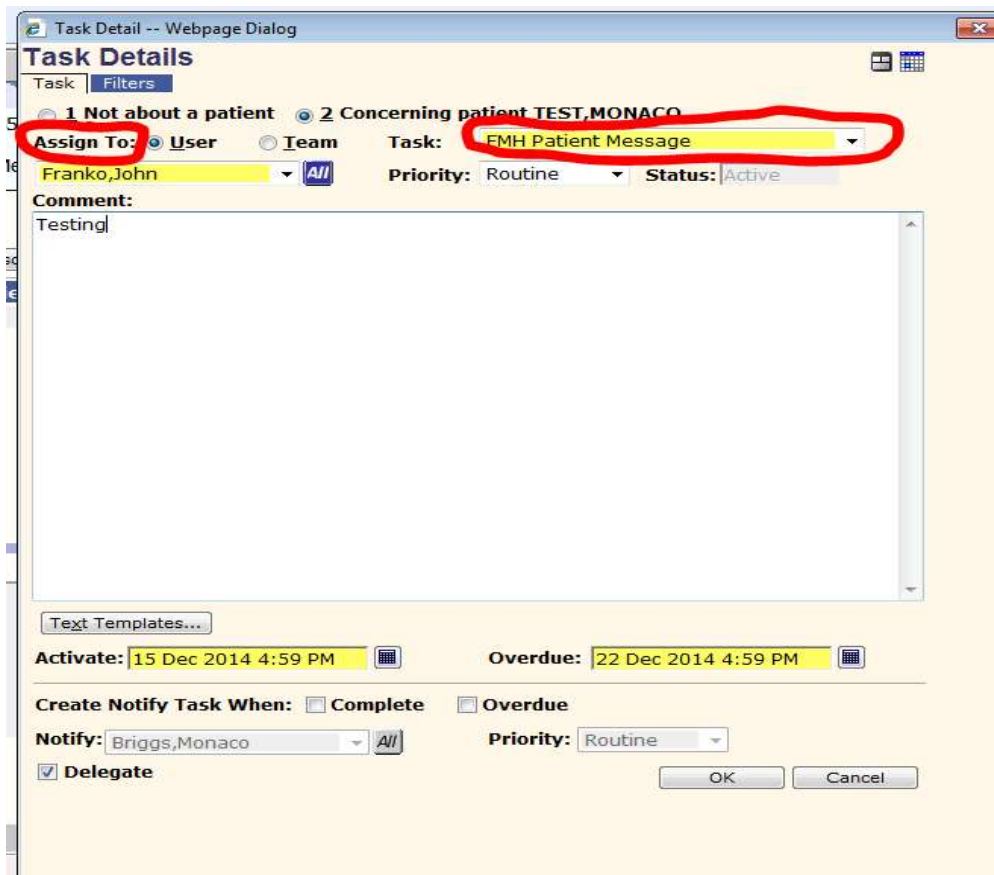
## Provider Initiated FMH Message

1. Pull up patient, confirm they are registered in the portal, by the “P” icon in the patient banner.



The screenshot shows a patient banner for 'TEST, MONACO'. The banner includes a 'Select Patient' dropdown, an information icon, a 'P' icon (highlighted in yellow), and a warning icon. Patient details are listed: Age: 38 Years, Sex: F, Allergies: Med & Non Med, DOB: 03/03/1979, PCP: (blank), H Phone: (blank), MRN: 001000651682701, FYI: FYI, and Other: (blank). Navigation tabs at the top include Daily, Clinical Desktop, New Note, Task List, Batch Sign, Appointments, Patient Lists, Provider Schedules, and Worklist.

2. Go to the Task List, choose New
3. Choose the **FMH Patient Message Task**
4. **Assign to:** the task should be assigned to you, the provider
5. Type the message and click okay



The screenshot shows the 'Task Details' dialog box. The 'Task' is 'FMH Patient Message' (highlighted in yellow). The 'Assign To' is 'User' (highlighted in yellow) and 'Franko, John' (highlighted in yellow). The 'Priority' is 'Routine' and the 'Status' is 'Active'. The 'Comment' field contains 'Testing'. The 'Activate' date is '15 Dec 2014 4:59 PM' and the 'Overdue' date is '22 Dec 2014 4:59 PM'. The 'Create Notify Task When' options are 'Complete' and 'Overdue'. The 'Notify' field is 'Briggs, Monaco' and the 'Priority' is 'Routine'. The 'Delegate' checkbox is checked. There are 'OK' and 'Cancel' buttons at the bottom.

**\*\*Keep in mind, the patient will be able to reply to this message.\*\***

The patient will receive a message inside their portal that looks like the following:

The screenshot displays a patient portal interface. At the top, there is a navigation bar with a 'Back' button, a search field, and action buttons for 'Compose', 'Delete', 'Reply', 'Forward', and 'Move'. Below this is an 'Inbox' section with two email entries. The first entry is selected and highlighted in blue, showing the sender 'The Office of John Franko, MD', the subject 'Message from Provider', and the date '12/15/2014 5:01 PM'. An 'Expand' button is visible to the right of this entry. The second entry is 'FollowMyHealth™ Health Record Sent' dated '12/2/2014 10:37 AM', also with an 'Expand' button. To the right of the inbox, the details of the selected email are shown: 'From: The Office of John Franko, MD', 'To: Monaco Test', 'Date: 12/15/2014 5:01 PM', and 'Subject: Message from Provider'. Below these details, a 'Testing' link is visible.