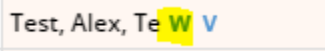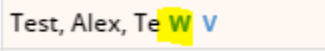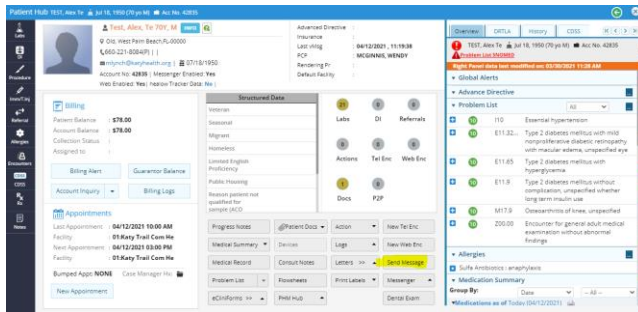# How To Send a message to Patient through Patient Portal

1. Look up patient. . Make sure the patient is web enabled. They should have a w next to their name if they are web enabled.

2.

3. In Patient Hub – click on send message:

4. Make sure the emessage is the only one checked. Choose the provider or staff sending the message and either type your message or choose the message from the Message Type (it seems lab results is the only template available at this time) drop down. Hit send.