

How to Take Care of your In Basket-Medical Student

Type of Messages	Why am I getting this in my In Basket?	What do I do with the message?	How do I get it out of my In Basket when I am done with it?
Addendum Notification	These are sent to you if someone else goes into one of your closed encounters and accepts any information.	This is for your information. Please review any changes that were made.	Mark the message as "Done".
CC Results	When a provider places orders, they have the option to automatically "CC" the results to providers they specify in Order Entry. These results have been sent to you for your information.	There are many options for you to follow-up on the result. You may just review it and mark it as "Done", write a letter, or attach a Result Note.	After you have done any necessary documentation or taken actions, mark the message as "done".
CC Charts	A chart was "CC'd" to you from another user.	Review the chart and take any necessary actions. This is for your information.	Mark the message as "Done".
Epic Alert	This is a folder that contains updates in regards to Epic or any Epic Tips you should be aware of.	Review the message.	Mark the message as "Done".
Patient Call	These are telephone messages from patients that you need to respond to.	<p>If you call the patient back and are completely finished with the encounter, fill in your documentation and <u>close the encounter</u>.</p> <p>If you respond to the message and have to forward the message, fill in your documentation and route the message to the appropriate pool and exit (<u>X out</u>) of the workspace.</p>	Mark the message as "Done".

Results	Instead of getting paper copies of results, you will receive them in your In Basket.	There are many options for you to follow-up on the result. You may just review and mark it as "Done", write a letter or attach a Result Note.	After you have done any necessary documentation or taken actions, mark the message as "Done".
Result Notes	These are results that were initially sent to someone else. They have documented on it and have sent it to you for your information or to have you follow-up on something.	Review the information, add any additional documentation if needed.	After you have done any necessary documentation or taken actions, mark the message as "Done".
Staff Messages	These are sent by other staff members. Typically, these are for non-patient care messages. Any patient information sent in as a Staff message is not saved as part of the electronic medical record.	Read the message and reply if necessary.	Mark the message as "Done".
Transcription	These are your transcriptions and you need to review them.	Click Edit to review your note and make any changes. When you are satisfied with it, click the Sign Transcription checkbox and Accept. Click Sign/Forward when the note needs no changes and you would like to forward it. Click Sign/Close when the note needs no changes. This will additionally close the encounter the note is in. Click Reassign when the transcription should have been sent to a different provider.	Mark the message as "Done".