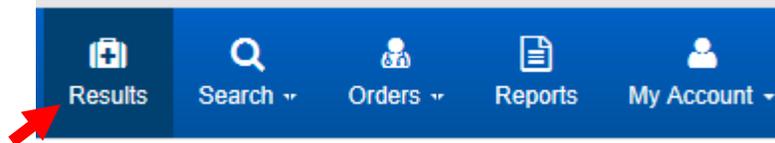
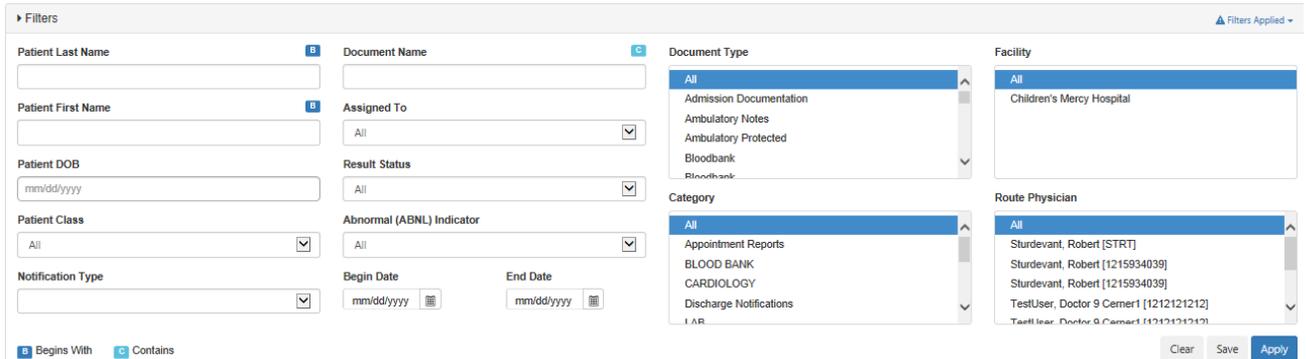


## ➤ Results Inbox

- The Results Inbox receives documents from a patient’s physician or hospital. Documents are received in the inbox and a permanent document is automatically saved in the patient’s Document Tree.
- Click “Results” on the menu bar.



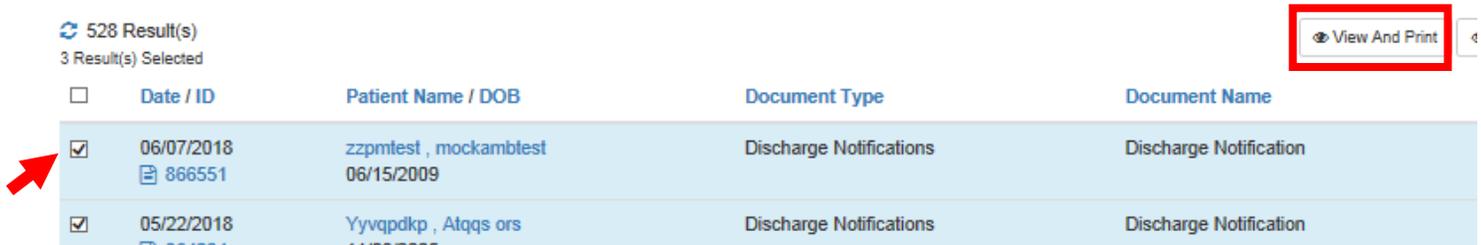
- Set inbox filters to search by patient information, document type, category, or physician.
- After filter criteria has been set click “Apply”.



- To quickly view a patient’s documents, click on the patient’s name.

Date / ID	Patient Name / DOB	Document Type	Document Name
06/07/2018 866551	zzpmtest , mockambtest 06/15/2009	Discharge Notifications	Discharge Notification
05/22/2018 864234	Yyvqdpk , Atqqs ors 11/08/2005	Discharge Notifications	Discharge Notification

- To view or print multiple documents at once, select checkboxes next to the documents you want to view and click “View and Print”.



528 Result(s)  
3 Result(s) Selected

	Date / ID	Patient Name / DOB	Document Type	Document Name
<input checked="" type="checkbox"/>	06/07/2018 866551	zzpmtest , mockambtest 06/15/2009	Discharge Notifications	Discharge Notification
<input checked="" type="checkbox"/>	05/22/2018 864234	Yyvqdpk , Atqqs ors 11/08/2005	Discharge Notifications	Discharge Notification

**View And Print**

- Assign documents to specific staff members by selecting the checkboxes next to the documents you want to assign and click “Assign”.

528 Result(s)  
2 Selected

View And Print View And Print Without Breaks **Assign** Unassign

<input type="checkbox"/>	Date / ID	Patient Name / DOB	Document Type	Document Name	Route / Ordering P
<input checked="" type="checkbox"/>	06/07/2018 866551	zzpmtest , mockambtest 06/15/2009	Discharge Notifications	Discharge Notification	Sturdev
<input checked="" type="checkbox"/>	05/22/2018	Yyvqpdqp , Atqqs ors	Discharge Notifications	Discharge Notification	TestUs

- Select a staff member from the drop down list and click “Assign to this User”.

### Assign Item

Select:

Boyd, Kelsey [kboyd]  \*

- To unassign, select the checkboxes and click “Unassign”. This will automatically remove the assigned user.
- Maintain the inbox by removing items and increase the speed of search by using the archive function.
- Identify the intended patient items and select the checkboxes.
- Select “Archive” at the top of the screen.

528 Result(s)  
2 Selected

View And Print View And Print Without Breaks Assign Unassign **Archive**

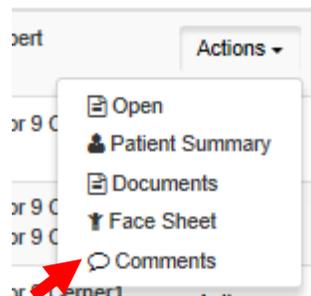
<input type="checkbox"/>	Date / ID	Patient Name / DOB	Document Type	Document Name	Route / Ordering P
<input checked="" type="checkbox"/>	06/07/2018 866551	zzpmtest , mockambtest 06/15/2009	Discharge Notifications	Discharge Notification	Sturdevant, Robert
<input checked="" type="checkbox"/>	05/22/2018 864234	Yyvqpdqp , Atqqs ors 11/08/2005	Discharge Notifications	Discharge Notification	TestUser, Doctor 9

- Archived documents are available to view in the patient’s document tree.

- Add a comment to a document by clicking on the “Actions” menu on the right-hand side of the inbox.

Date / ID	Patient Name / DOB	Document Type	Document Name	Route / Ordering Physician	
06/07/2018 📄 866551	zzpmtest , mockambtest 06/15/2009	Discharge Notifications	Discharge Notification	Sturdevant, Robert	 Actions ▾

- From the “Actions” menu, click “Comments”.



- Add comment and click OK.

**Comments**

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Comments

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Add Comment (255 character limit):

Close OK

- You can also view and/or print the patient’s face sheet by clicking the “Face Sheet” icon.

