

OSCAR MESSENGER

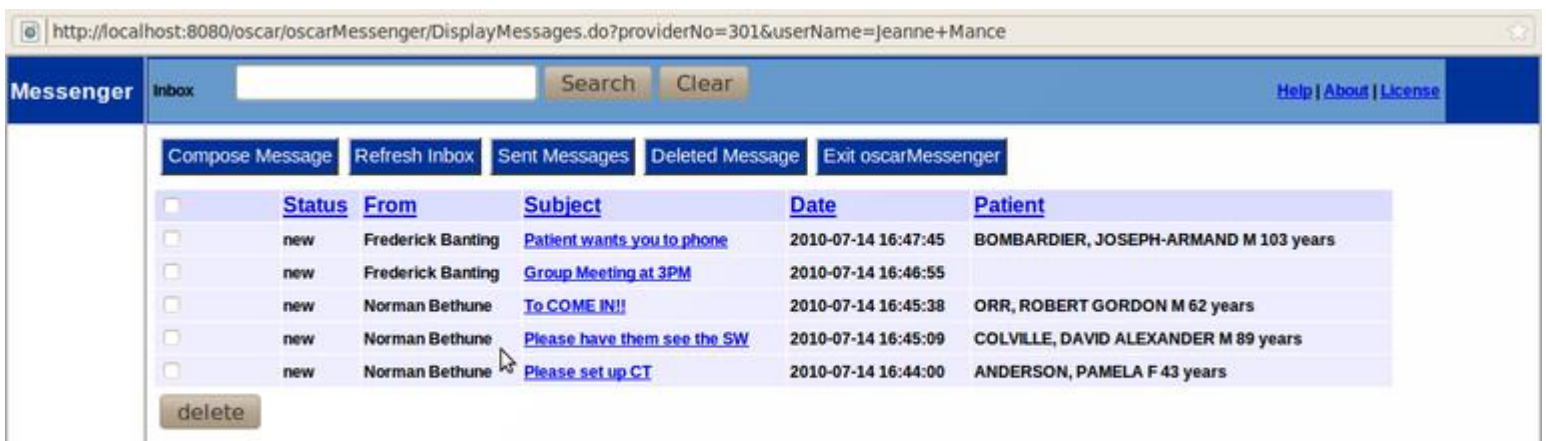
ACCESS

Billing **Inbox²⁸** * **Msg^{1/2}** **Con**

- From the appointment screen: click the “Msg” tab
- From the Main Demographic Record: click the “Send a Message” link
- From the Encounter screen:
 - Classic Interface: click the “Send Msg” link to send messages, and “All Messages” to view messages linked to the patient
 - Case management Interface: click on the Oscar Msg + to send messages or on any of the displayed messages
- From the "Admin" tab click on "Messages"
- From the "Inbox" tab when reviewing a lab or document clicking on the "Msg" button
-

READING MESSAGES

- Click on a column heading to sort by that criterion
- Click on the Subject title to display your message
- Note across the bottom of the screen the functions you can do with this message (Reply / Reply All / Forward / Delete)
- Note across the top that you can still navigate to the following within the message views (Compose Message / Back to Inbox / Exit OSCARmessenger)



http://localhost:8080/oscar/oscarMessenger/DisplayMessages.do?providerNo=301&userName=jeanne+Mance

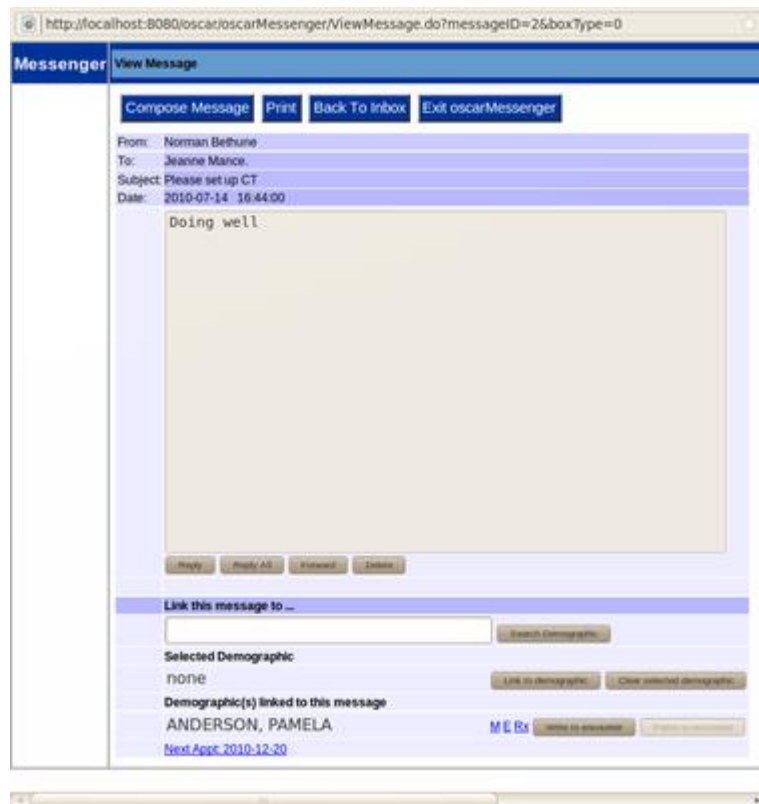
Messenger | **Inbox** | Search | Clear | [Help](#) | [About](#) | [License](#)

Compose Message | Refresh Inbox | Sent Messages | Deleted Message | Exit oscarMessenger

<input type="checkbox"/>	Status	From	Subject	Date	Patient
<input type="checkbox"/>	new	Frederick Banting	Patient wants you to phone	2010-07-14 16:47:45	BOMBARDIER, JOSEPH-ARMAND M 103 years
<input type="checkbox"/>	new	Frederick Banting	Group Meeting at 3PM	2010-07-14 16:46:55	
<input type="checkbox"/>	new	Norman Bethune	To COME IN!!	2010-07-14 16:45:38	ORR, ROBERT GORDON M 62 years
<input type="checkbox"/>	new	Norman Bethune	Please have them see the SW	2010-07-14 16:45:09	COLVILLE, DAVID ALEXANDER M 89 years
<input type="checkbox"/>	new	Norman Bethune	Please set up CT	2010-07-14 16:44:00	ANDERSON, PAMELA F 43 years

delete

Across the top of the message screen are the buttons to reply, reply all, forward or delete a message.



REPLY, FORWARD OR DELETE A MESSAGE

1. When either the 'Reply' or 'Forward' button is clicked, the full address book is available for use (the address book names can be edited by any staff who has administrative access to the program)
2. Click on the individuals you want to forward the message to
3. Enter your reply and the click 'Send Message' button
4. The next screen tells you that your message has been sent and give you the option to 'Compose a Message, Print, Back to Inbox or Exit OscarMessenger'

http://localhost:8080/oscar/oscarMessenger/CreateMessage.jsp

Messenger Create a Message

Back To Inbox Clear New Message Exit oscarMessenger

Recipients	Message
<p>Send Message</p> <p><input type="checkbox"/> Oscar Users</p> <p><input checked="" type="checkbox"/> Team 1</p> <p><input type="checkbox"/> Banting, Frederick</p> <p><input type="checkbox"/> Bethune, Norman</p> <p><input type="checkbox"/> Mance, Jeanne</p>	<p>Subject:</p> <p>Message to all Team 1 Members</p> <p>ATTENTION</p> <p>Oscar will be updated Friday to the latest version will many new functions. Come and celebrate tomorrow and we will go over the new functionality over lunch in the boardroom</p>
<p>Link this message to ...</p> <p><input type="text"/> Search Demographic</p> <p>Selected Demographic</p> <p>none Clear Selected Demographic Attach Demographic</p>	

SENDING A MESSAGE

1. Click 'Compose Message'
2. Type in a subject heading & your message
3. If you want to send information about a patient, type their last name in the search field at the bottom of the screen and click 'Search Demographic'. Click on patient's number, then on 'Attach Demographic' to choose the information you wish to send with your message.
4. Select the people, and or groups of people you want to send the message to and click 'Send Message'

REFRESH INBOX

When you click this button, the program will retrieve any new messages from the server

SENT MESSAGE

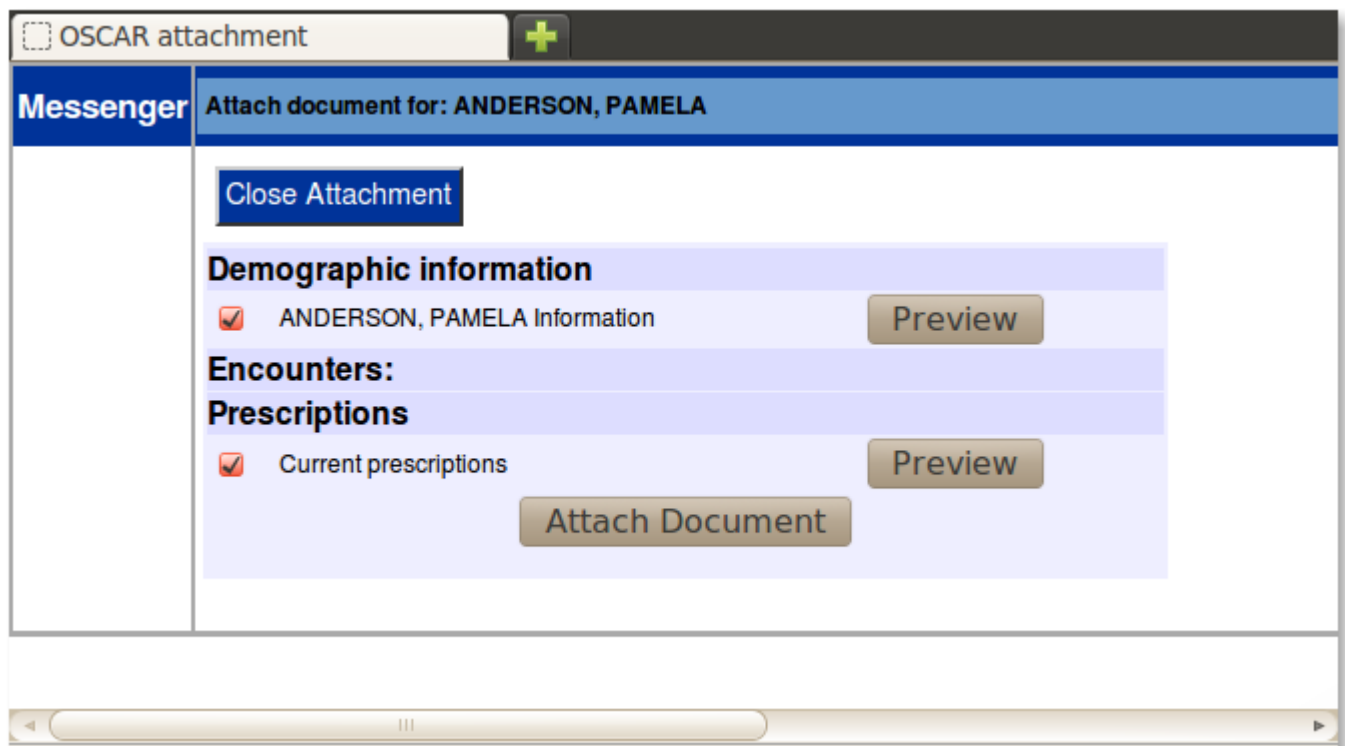
Clicking this button will show a list of all the messages you have sent

You can use the 'Forward' button if you want to send the message out again to another person.

DELETED MESSAGES

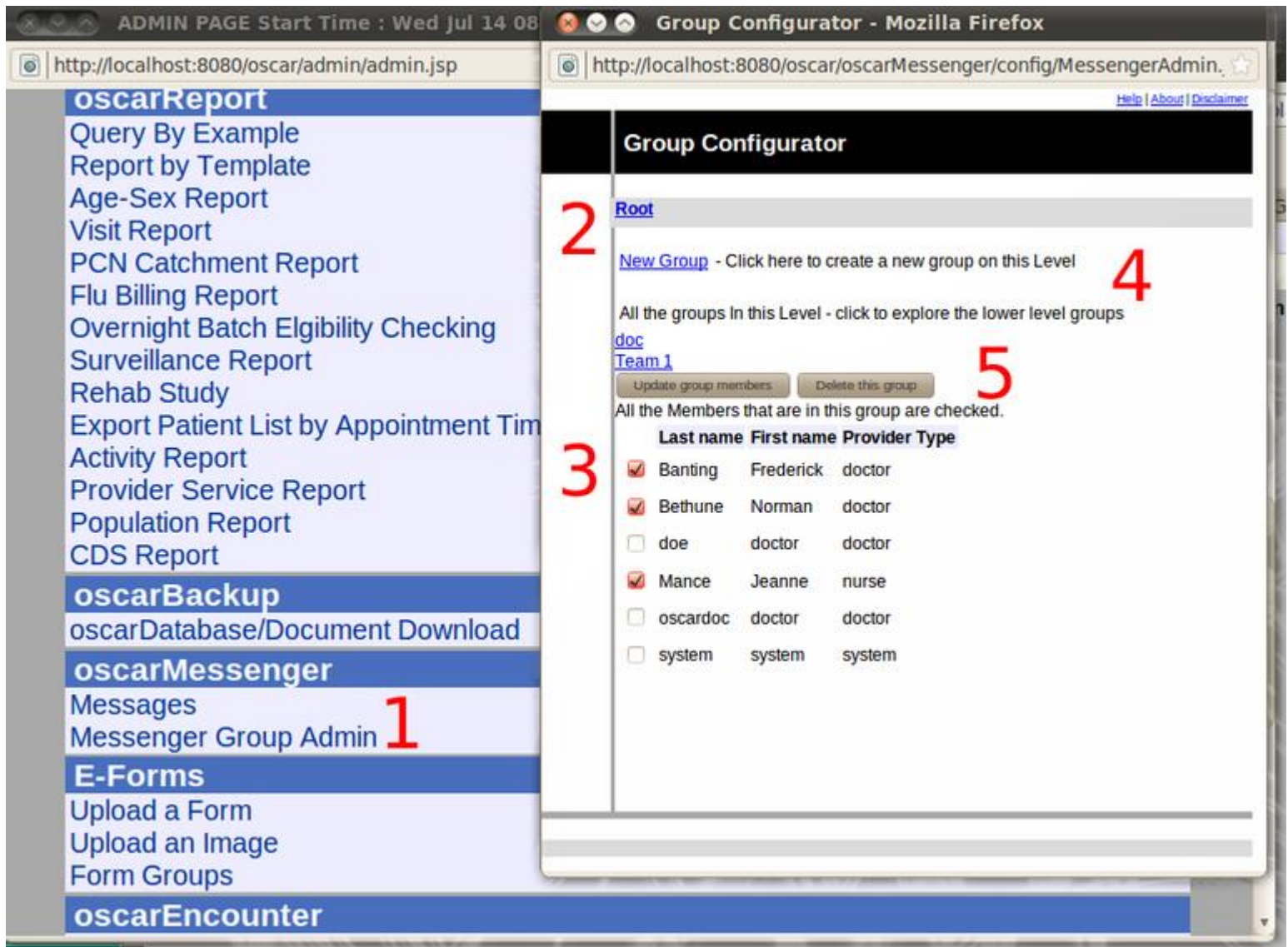
Clicking this button will show you all the messages that you have deleted from your INBOX

You can restore them to the INBOX by clicking the 'UNDELETE' button at the bottom of the page



ATTACHMENTS

1. To read an attachment, open the message by clicking on the link in the 'Subject' column
 2. Click on 'View Attachments'
 3. Click on 'Expand All' to view all the information or 'Collapse All' to minimize the information view
 4. When you click 'Expand All' it will show patient demographic information that another health care professional has sent you
- **NOTE:** The attachment function is only used to send patient demographic and prescription information in a secure format to another health care professional within the clinic or at another OSCAR site.



ADMIN PAGE Start Time : Wed Jul 14 08

Group Configurator - Mozilla Firefox

http://localhost:8080/oscar/admin/admin.jsp

http://localhost:8080/oscar/oscarMessenger/config/MessengerAdmin.

oscarReport
Query By Example
Report by Template
Age-Sex Report
Visit Report
PCN Catchment Report
Flu Billing Report
Overnight Batch Eligibility Checking
Surveillance Report
Rehab Study
Export Patient List by Appointment Tim
Activity Report
Provider Service Report
Population Report
CDS Report

oscarBackup
oscarDatabase/Document Download

oscarMessenger
Messages
Messenger Group Admin **1**

E-Forms
Upload a Form
Upload an Image
Form Groups

oscarEncounter

Group Configurator

2 [Root](#)

[New Group](#) - Click here to create a new group on this Level **4**

All the groups in this Level - click to explore the lower level groups

[doc](#)
[Team 1](#) **5**

Update group members Delete this group

All the Members that are in this group are checked.

Last name	First name	Provider Type
<input checked="" type="checkbox"/>	Banting	Frederick doctor
<input checked="" type="checkbox"/>	Bethune	Norman doctor
<input type="checkbox"/>	doe	doctor doctor
<input checked="" type="checkbox"/>	Mance	Jeanne nurse
<input type="checkbox"/>	oscardoc	doctor doctor
<input type="checkbox"/>	system	system system

3

GROUP ADMIN

1. In the Admin tab click on Messenger Group Admin
2. The Group Configurator will open at the Root level
3. The people that are listed at this level are checked
4. You can create groups of people under the Root level (here we have Docs and Team1) by clicking the New Group link
5. Click on the members of the group so that you can send them messages and Update (or Delete the group altogether)



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Electronic Medical Record
J-Class, Laboratory & Clinical Documents
Pre-implementation

