Improving care through shared technology

QHN Tip Sheet #19
Share and Send to Me

October, 2016

The QHN **Share** and **Sent to Me** system functions give providers and care team members options to send clinical documents to their EHR or other providers.

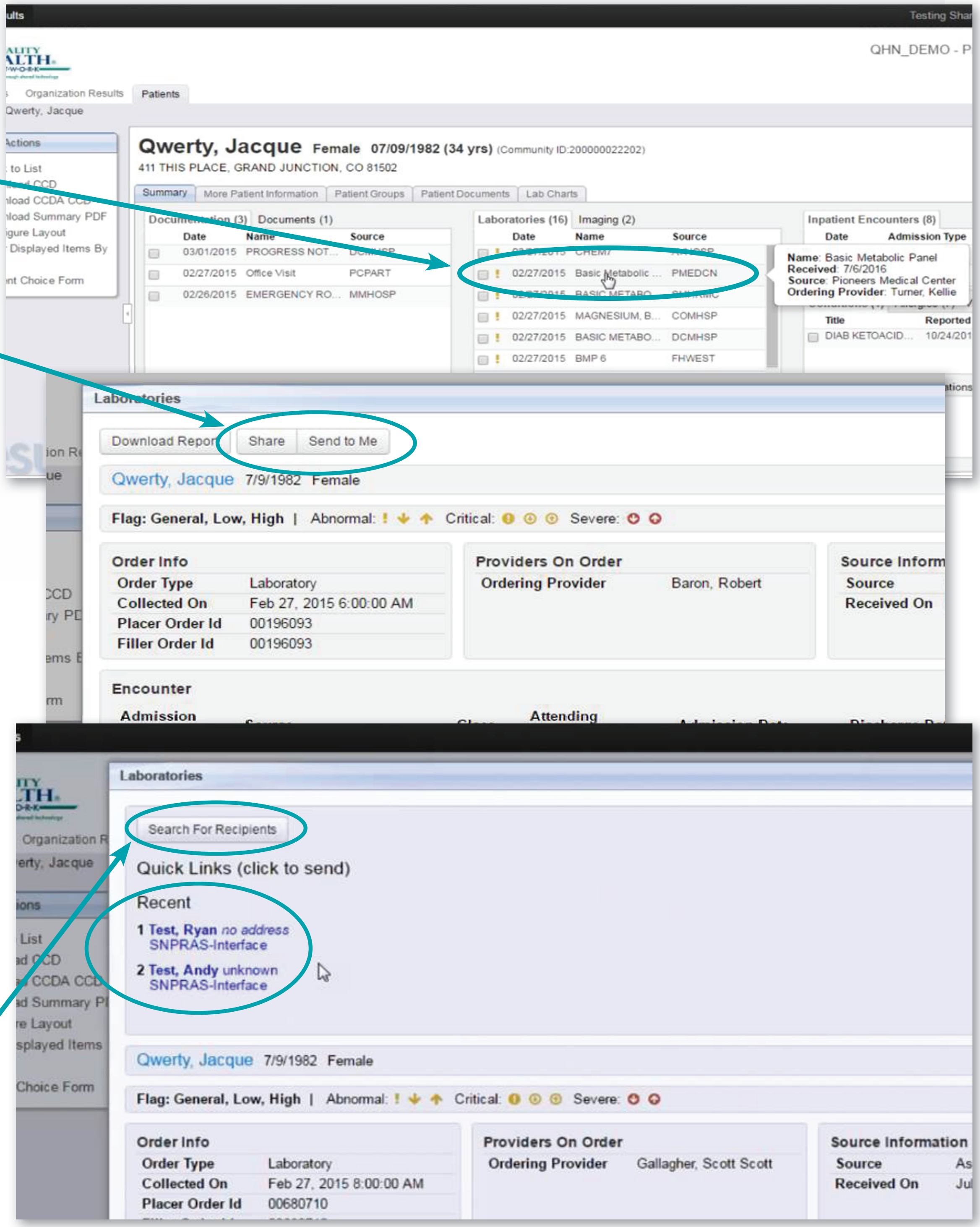
- Providers may quickly send clinical items/results directly to their EHR using **Send to Me**.
- Care team members may quickly send clinical items/results directly to their EHR, or other providers, using **Share**.
- Providers and care team members may select and send multiple clinical items from the Patient Summary, to their EHR, or other providers, using the **Share** function.

Using *Share* or *Send to Me* from a Clinical Item/Result:

- Click on a result or clinical item.
- The item will "open" and the **Share** and **Send to Me** buttons will appear.
- Providers may use the **Send to Me** option, this is configured to send documents directly to their EHR.

Please note: If not configured, a message appears prompting you to set up your send to me. Please contact QHN Customer Support or your Clinical Account Manager for assistance.

- Care team members may use the **Share** option.
- Click **Share,** screen to right opens. If function has been used, a list of **Recent** recipients appears. Select from list or click **Search For Recipients**.



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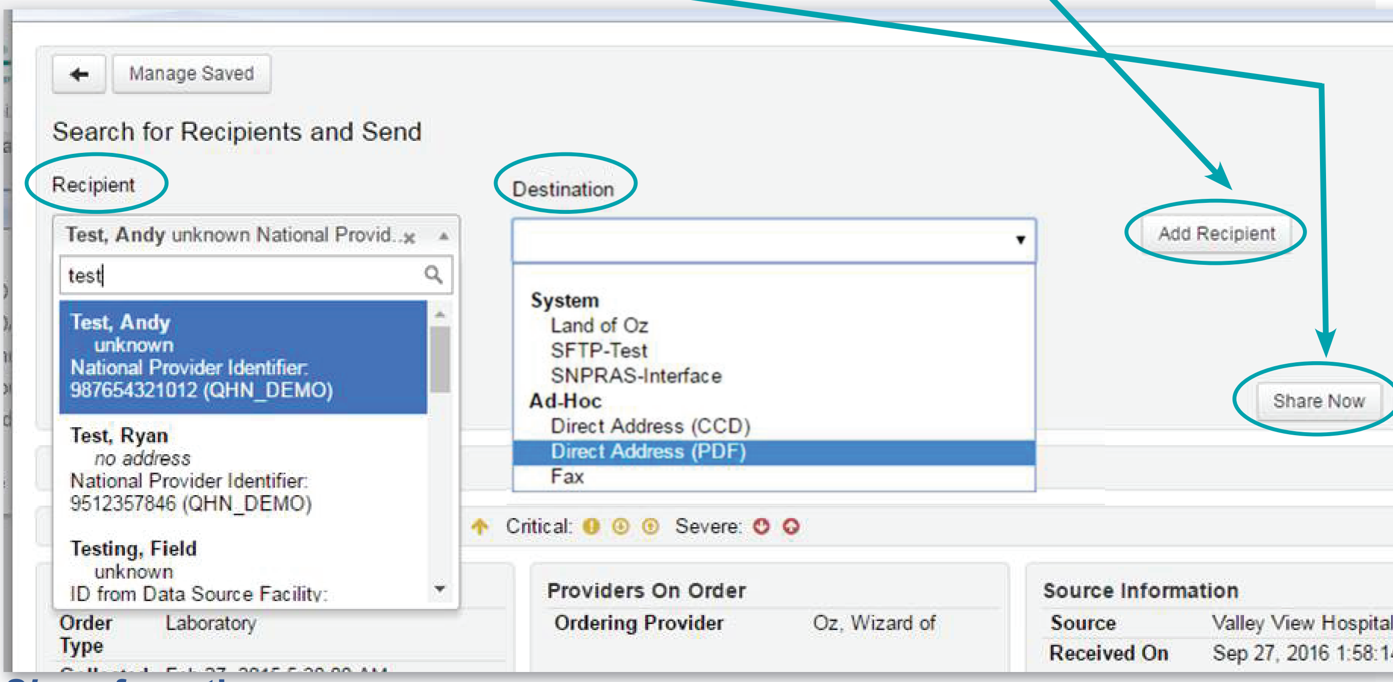
Share and Send to Me

- Begin entering last name of **Recipient.** When your **Recipient** is highlighted click tab to move to **Destination**. More recipients may be added to message by clicking **Add Recipient**. When selections are complete, click **Share Now**.



Using *Share* from the Patient Summary to send multiple clinical items/Results:

- Navigate to the Patient Summary for the patient of interest.
- Click box next to each item you wish to share.
- Click **Share Selected Clinical Items.**
- The screen above opens. Select **Recipient** and **Destination** from drop downs. Remember to tab between drop downs. Additional Recipients may be selected. When selections are complete, click **Share Now**.