

## 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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## QHN Tip Sheet #19 Share and Send to Me

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