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.
• 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**.