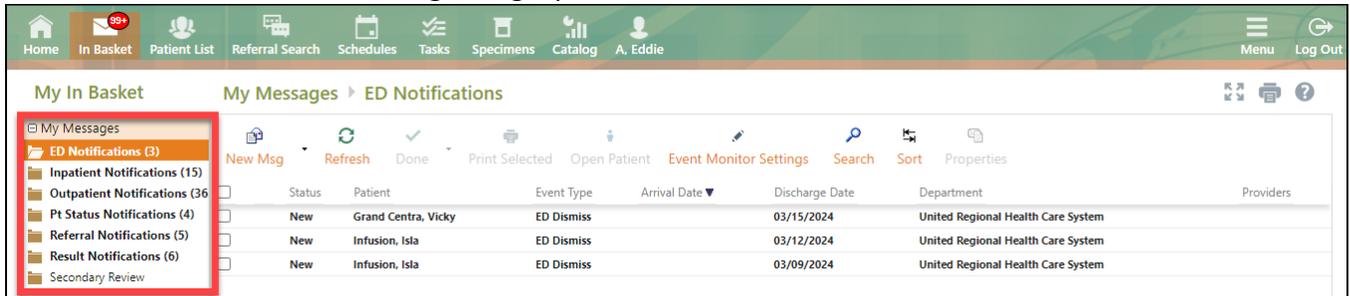


EpicCare Link: Managing In Basket Notifications

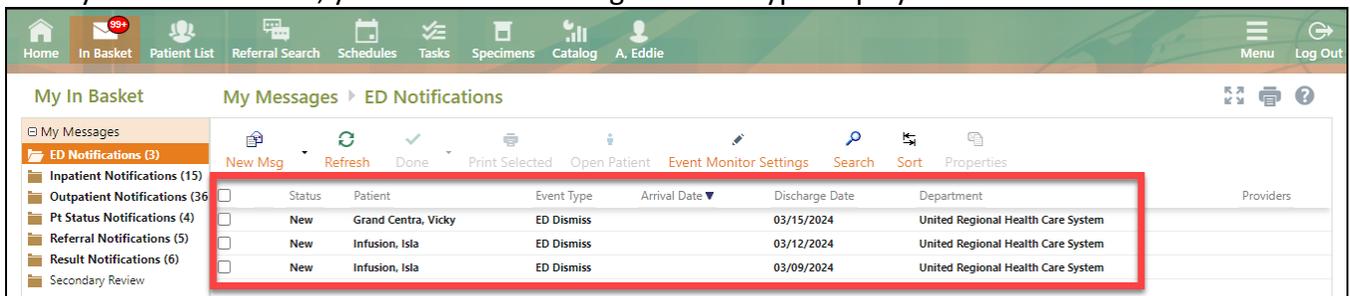
Try It Out

1. From within the In-Basket activity, the left column will show you a variety of folders. Each folder will be a different kind of notification regarding a patient status, order, etc.



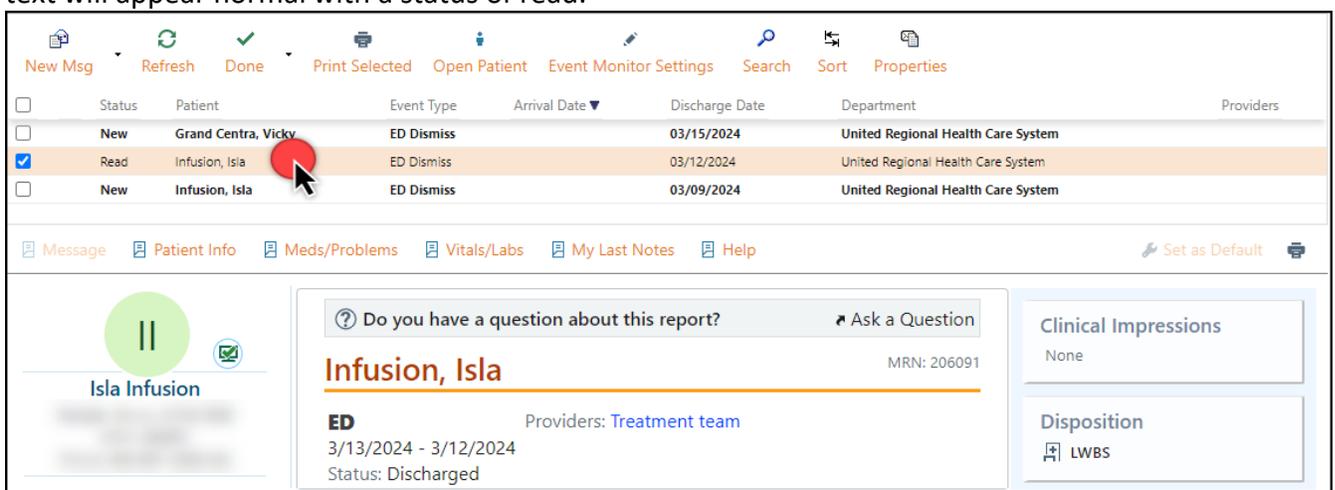
The screenshot shows the EpicCare In Basket interface. On the left, a sidebar lists notification folders: My Messages, ED Notifications (3), Inpatient Notifications (15), Outpatient Notifications (36), Pt Status Notifications (4), Referral Notifications (5), Result Notifications (6), and Secondary Review. The 'ED Notifications (3)' folder is selected and highlighted with a red box. The main area displays a table of messages with columns for Status, Patient, Event Type, Arrival Date, Discharge Date, Department, and Providers. The first message is 'New Grand Centra, Vicky' with an arrival date of 03/15/2024. The second and third messages are 'New Infusion, Isla' with arrival dates of 03/12/2024 and 03/09/2024 respectively.

2. Once you select a folder, you will see all messages of that type displayed in the middle of the screen.



This screenshot shows the same interface as the previous one, but with the 'ED Notifications (3)' folder selected. The table of messages is now filtered to show only ED Dismiss notifications. The first message is 'New Grand Centra, Vicky' (03/15/2024), and the next two are 'New Infusion, Isla' (03/12/2024 and 03/09/2024). A red box highlights the table area.

3. Any messages that have not been read will appear in bold. Once you click on a message to read it, the text will appear normal with a status of read.



This screenshot shows the message details for 'Infusion, Isla' with a status of 'Read'. A red circle highlights the 'Read' status and a mouse cursor clicking on the message. Below the message list, there are tabs for Message, Patient Info, Meds/Problems, Vitals/Labs, My Last Notes, and Help. A 'Set as Default' button is also visible. The patient information section shows 'Isla Infusion' with a status of 'ED' and a date range of '3/13/2024 - 3/12/2024'. The status is 'Discharged'. The 'Clinical Impressions' section shows 'None' and the 'Disposition' section shows 'LWBS'.

4. After reading a message, the total count of notifications will lower to reflect only the unread messages left in your In Basket. Use the toolbar above to take action on the message.
5. To adjust what type of notifications you receive in your In Basket, navigate to the **Menu > Settings > Event Notifications**.
 - See tip sheet "Customization Event Notification Settings" for more detailed information.