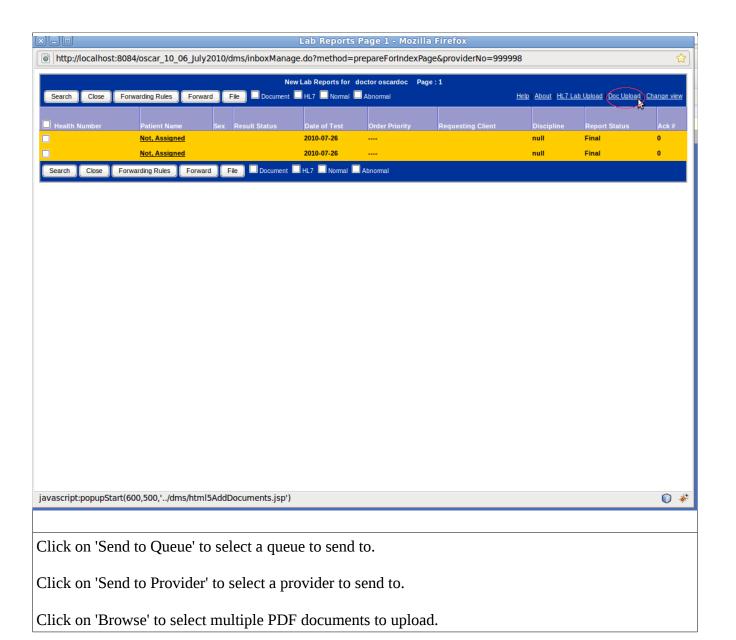
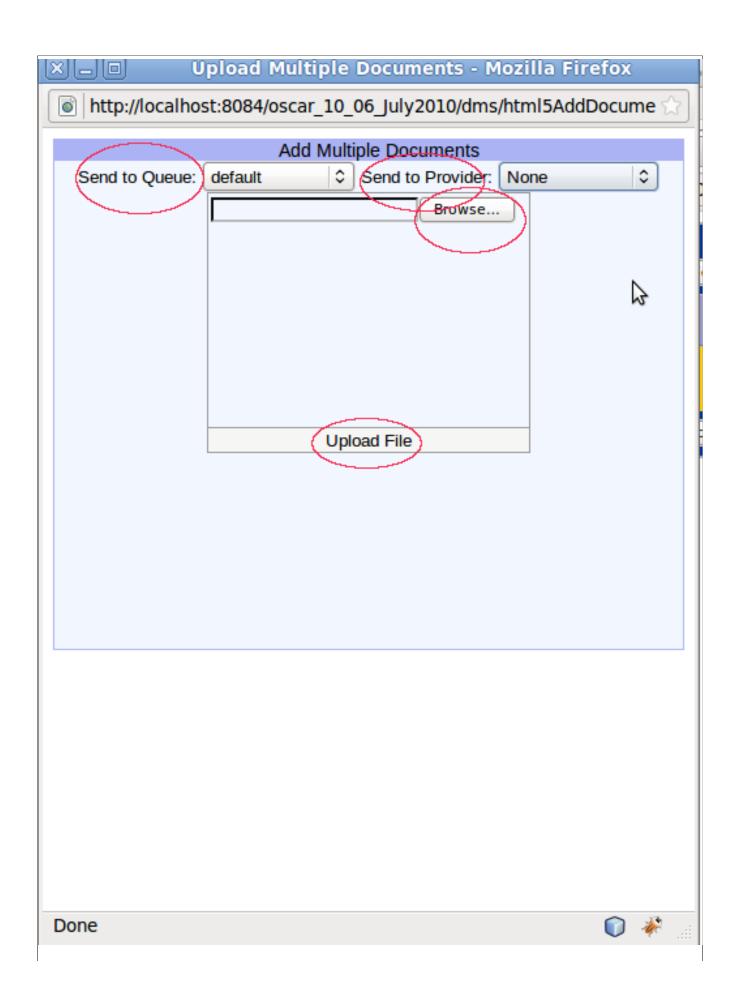
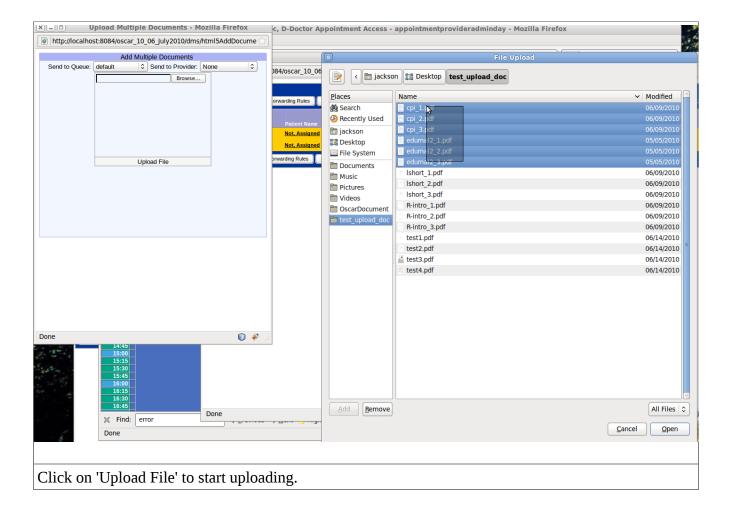
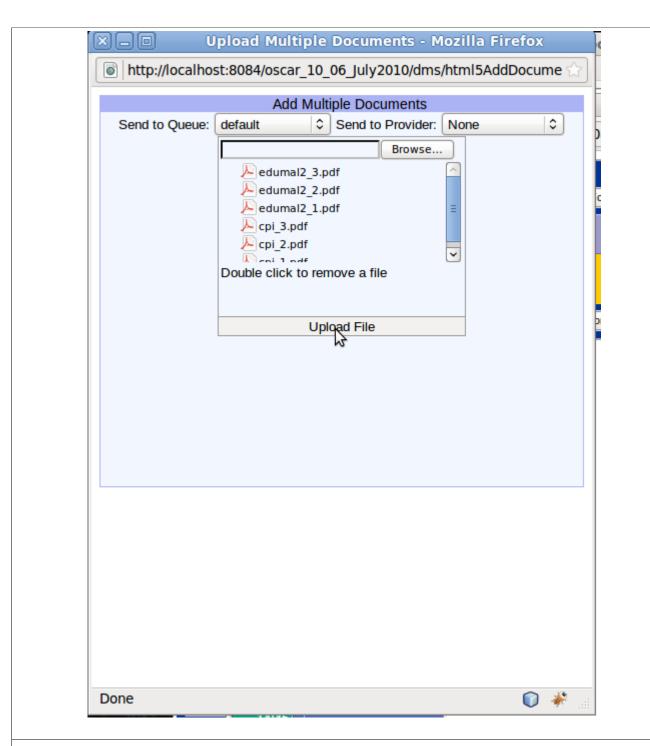
## Inbox Manager User Guide Click on 'inbox' in appointment screen. oday Mo<u>n</u>th Resources <u>Search Report Billing Inbox<sup>2</sup> Msg Con Pref eDoc Tickler<sup>1</sup> Admin</u> **▼Tue, 2010-07-27** ► <u>C</u>alendar 08:00 08:15 08:30 08:45 09:00 09:15 09:30 09:45 10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45 12:00 12:15 12:30 12:45 13:00 13:15 13:30 13:45 14:00 14:15 14:30

Click on 'Doc Upload' in inbox page.





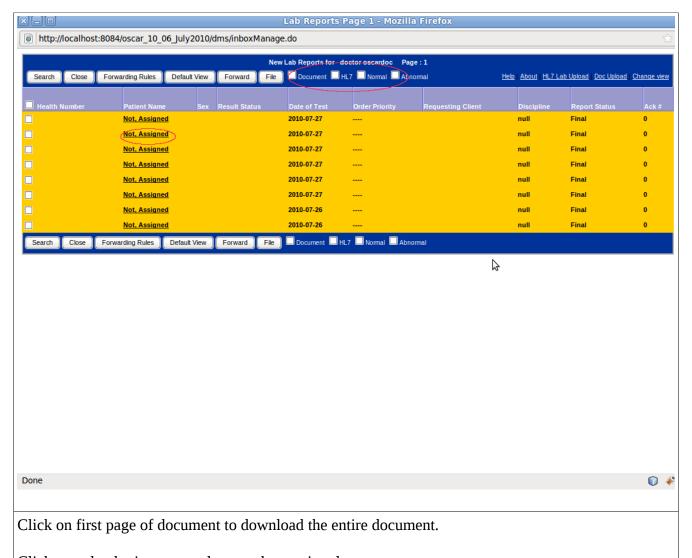




Refresh inbox page to see uploaded documents.

Check check-boxes on top to view only document/lab/normal/abnormal.

Click on a patient name to have a popup page to view first page of the document and add details of the document.

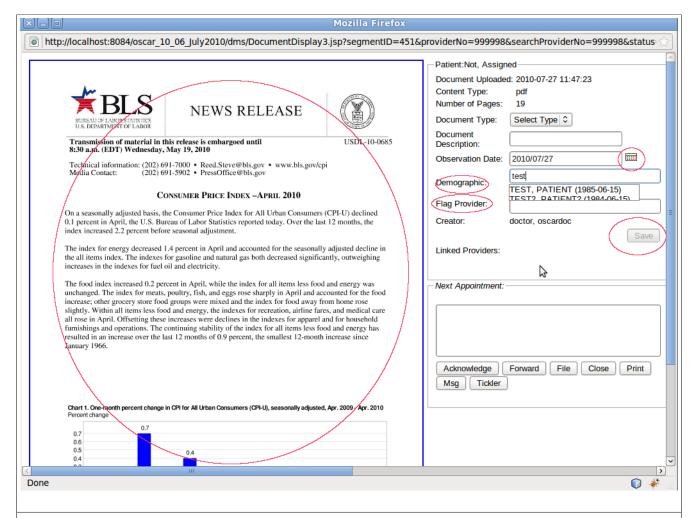


Click on calendar image to select an observation date.

Type last name of patient to search.

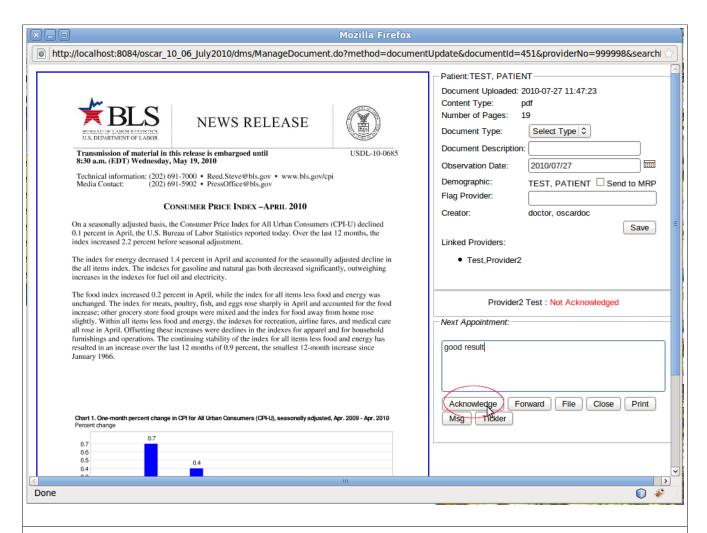
Type last name of provider to search.

Save the details you added about the document.



Write acknowledge comment and acknowledge.

Forward, File, Close, Print, Msg and Tickler work like before with labs.



Uploading and handling labs work like previous version of Oscar so far.

Go to inbox page and click on 'Change View' in upper right corner.

Click on a category in the left to preview all documents and add details at once.

Click on '+' to see sub categories.

Scroll down to see more documents or labs belonging to this category.

