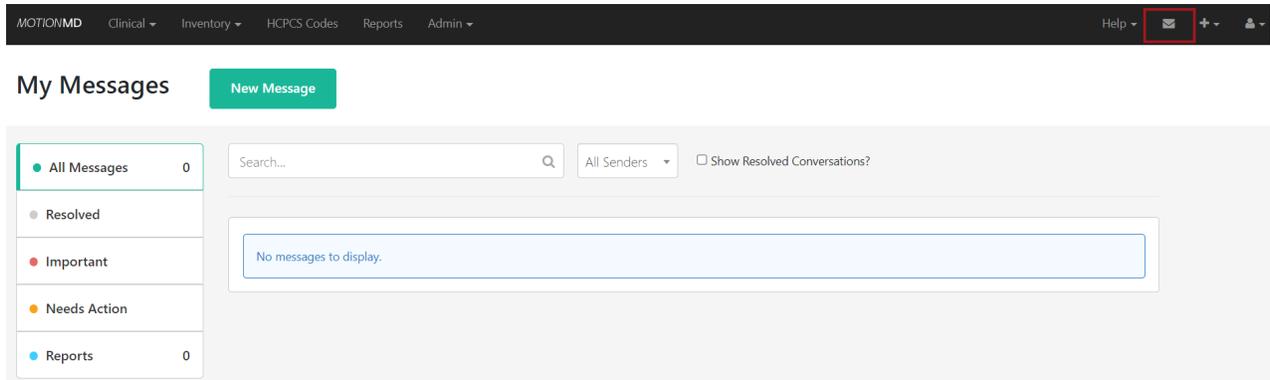


## MOTIONMD MESSAGING

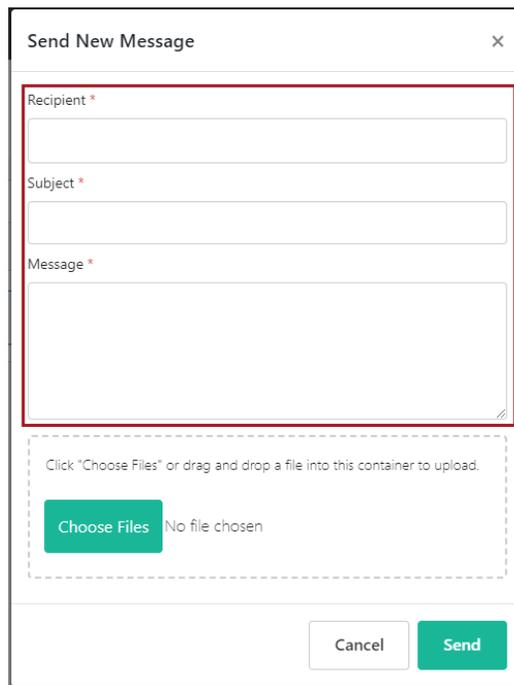
This feature will allow Users within an account to send each other messages and attachments. If Reports Scheduling is enabled and reports with PHI need to be scheduled, they will be sent to the Messages inbox of the user creating the scheduled PHI report. This feature is only available to Pro Tier customers.

When enabled, an envelope icon will appear in the navigation bar between Help and the + dropdowns. Clicking on the envelope icon will take you into the My Messages page.



### Sending a New Message:

Click the New Message button and a modal will open. The Recipient, Subject and Message are all mandatory fields. In the Recipient field, as you start to type User's names will start to appear. The Recipient search box is multi-select, so you can add one or more Users to the field. Complete the form and click the **Send** button.



## MOTIONMD MESSAGING

### Sending a New Message continued:

The sent Message will appear on the main page, and the person the message was sent to is listed alongside the date and time.

My Messages

New Message

The screenshot shows the 'My Messages' interface. On the left is a sidebar with filters: All Messages (2), Resolved (1), Important, Needs Action, and Reports (0). The main area has a search bar, 'All Senders' dropdown, and a 'Show Resolved Conversations?' checkbox. Below this, it says 'Displaying 1 conversation'. A table lists the message:

Subject	Date			Actions
<a href="#">Inventory Count</a> To Kristen Test at 3:59PM 01/04/2023	01/04/2023			Actions

The message row is highlighted with a red border.

### Received Messages:

If a new Message has been sent to you, the envelope icon in the navigation bar will turn red. Click on the envelope, and the new Message will be at the top of the list, outlined in blue. Clicking into the message will mark it as read, and the blue border will disappear.

The screenshot shows the 'My Messages' interface with a dark navigation bar at the top containing 'MOTIONMD', 'Clinical', 'Inventory', 'HCPCS Codes', 'Reports', 'Admin', 'Help', and a red envelope icon. The main area shows 'Displaying all 2 conversations'. The message list is:

Subject	Date			Actions
<a href="#">PA Review</a> To Cindy Sever at 4:06PM 01/04/2023	01/04/2023			Actions
<a href="#">Inventory Count</a> To Kristen Test at 3:59PM 01/04/2023	01/04/2023			Actions

The top message row is highlighted with a blue border.

### Reading and Replying to a Message:

Click on the green message Subject link to view the Message.

This is a close-up of the message list from the previous screenshot. The 'PA Review' subject link is highlighted with a red box, and the entire row is outlined in blue.

Subject	Date			Actions
<a href="#">PA Review</a> To Cindy Sever at 4:06PM 01/04/2023	01/04/2023			Actions
<a href="#">Inventory Count</a> To Kristen Test at 3:59PM 01/04/2023	01/04/2023			Actions

## MOTIONMD MESSAGING

### Reading and Replying to a Message continued:

To reply, start typing in the text box, which will enable the Reply button. Attachments in accepted formats of PDF, JPEG, PNG, CSV, or XLSX can be attached to the Message. When completed, click the **Reply** button to send the Message.

My Messages / PA Review

Conversation with Nicole Valentin Actions ▾ Forward

Started on 01/04/2023 at 04:06 PM

Nicole Valentin 01/04/2023 at 04:06 PM

**PA Review**

I reviewed PA ID 52365 and it can be submitted to billing.

---

Thank you, Nicole. I'll submit it today.

Attach Files

Reply

Your response will show below the original Message. There are options under the Actions menu to mark the Message as needed, or the Message can be forwarded to another individual by clicking the **Forward** button. Clicking the **Forward** button opens a modal like the New Message modal. One or more recipients can be selected if the Message needs to be sent to more than one individual.

Conversation with Nicole Valentin Actions ▾ Forward

Started on 01/04/2023 at 04:06 PM

Nicole Valentin 01/04/2023 at 04:06 PM

**PA Review**

I reviewed PA ID 52365 and it can be submitted to billing.

---

Cindy Sever 01/06/2023 at 10:12 AM

Thank you, Nicole. I'll submit it today.

---

Type your reply to Cindy Sever

Attach Files

Reply

Actions ▾ Forward

- Mark as Resolved
- Mark as Unread
- Mark as Important
- Mark as Needs Action

## MOTIONMD MESSAGING

### Searching for Messages:

**Search** bar can be used to search for Messages by the Subject of the message.

**All Senders** filter will show the names of anyone who has sent a Message to you.

**Show Message Resolved** checkbox can be used so show any Resolved Message that matches a search or filter.

My Messages New Message

The screenshot shows the top section of the messaging interface. On the left is a sidebar with filters: 'All Messages' (2), 'Resolved', 'Important', 'Needs Action', and 'Reports' (0). The main area has a search bar with a magnifying glass icon, an 'All Senders' dropdown menu, and a 'Show Resolved Conversations?' checkbox. Below this, it says 'Displaying all 2 conversations'. A table lists two messages:

Subject	Date			Actions
PA Review To Cindy Sever at 4:06PM 01/04/2023	01/04/2023			Actions
Inventory Count To Kristen Test at 3:59PM 01/04/2023	01/04/2023			Actions

### Filters and Actions:

On the main page listing Messages, the Filters along the left can be used to filter down the list of Messages. The Actions menu on each Message allows you to categorize, forward or resolve a Message.

**Resolved:** Once a message is no longer needed, it can be Marked as Resolved, to see any Resolved message, click the Resolved filter and only Resolved messages will show.

**Important:** Messages Marked as Important will be outlined in Red

**Needs Action:** Messages Marked as Needs Action will be outlined in Orange

**Reports:** If the feature to Schedule Reports is enabled in the account, any Scheduled Report with PHI (Protected Health Information) will be emailed to the Users Messages page. Use the Reports filter to filter down the list of Messages to view these messages

This screenshot is similar to the previous one but highlights the 'Actions' menu for the first message. The sidebar filters are visible on the left. The 'Actions' dropdown menu is open, showing the following options:

- Mark as Resolved
- Mark as Read
- Mark as Important
- Mark as Needs Action
- Forward Message