

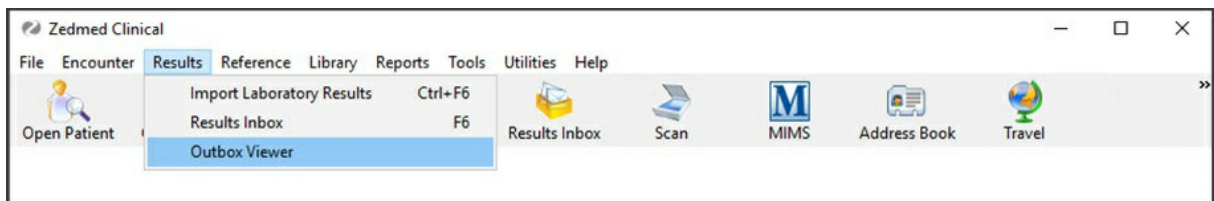
Outbox Viewer

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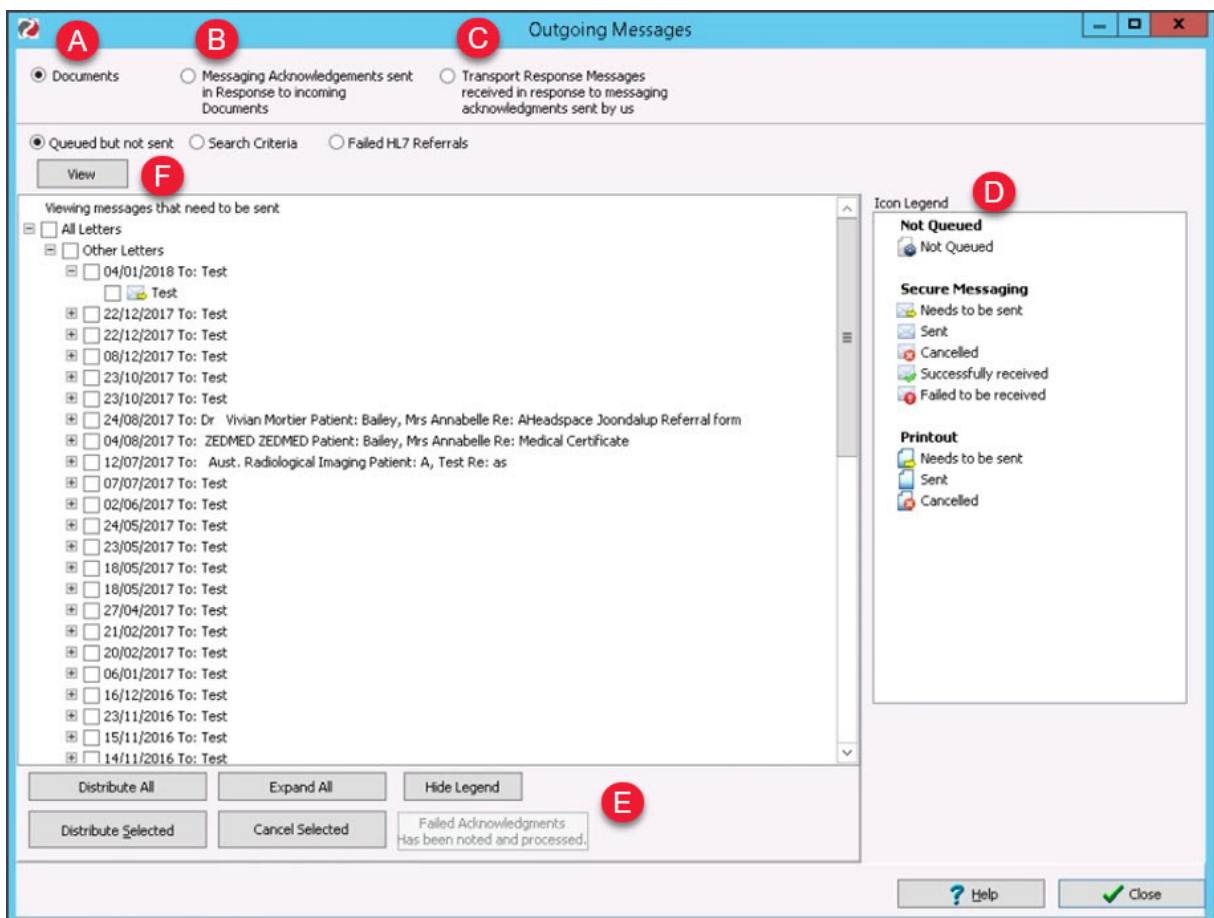
The Results Outbox Viewer makes it easy to see all of your outgoing messages and review what has been sent, queued, received successfully, canceled or failed.

To open the Outbox Viewer:

1. Select **Results** on the **Clinical Records** menu.
2. Select **Outbox Viewer**.



The **Outgoing Messages** screen will open.



The following display options are available.

A - Documents

When selected, you will see what documents have been sent or are queued to be sent.

B - Messaging Acknowledgements

Displays a log of the responses you have sent, if you have enabled response messages after receiving a letter successfully.

C - Transport Response Messages

If you have sent a response message to advise you have received a letter successfully, some providers may send a transport response message. This is to advise you that your response was received. You will find a log of these here.

D - Icon Legend

A list of the message status types.

E - Action Buttons

Use these options to **Distribute** or **Cancel** the selected messages.

F - View

This will refresh the list of messages and load the variables that you have selected.

There are 3 options available:

- a. Queued, but not sent – Shows you all Messages that have yet to be sent.
- b. Search criteria – Lets you define an addressee, Messaging Status, date and delivery method.
- c. Failed HL7 Referrals – shows you messages that failed send.

Outgoing Messages

Documents Messaging Acknowledgements sent in Response to incoming Documents Transport Response Messages received in response to messaging acknowledgments sent by us

Queued but not sent Search Criteria Failed HL7 Referrals

Addressee from Address Book My Health Record

To:

Secure Messaging Status:

Filter by Date

From: To: Delivery Method: