

Outbox Viewer

Last Modified on 30/09/2024 2:16 pm AEST

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

2 A	B	C Outgoing Messages		- D X
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 View View Viewing messages that ner All Letters Other Le	Search Criteria O Failed HL7 Re ed to be sent Test Test Test Test Test ZEMED ZEDMED Patient: Bailey, Mrs ZUDMED ZEDMED Patient: Bailey, Mrs Aust. Radiological Imaging Patient: A Test Test Test Test Test Test Test Test	ferrals Annabelle Re: AHeadspace Joondalup Refer Annabelle Re: Medical Certificate , Test Re: as	ral form	Vot Queued Not Queued Secure Messaging Needs to be sent Sent Cancelled Successfully received Printout Needs to be sent Sent Cancelled
				? Help Close

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 that you have received a letter successfully, some providers may send a transport response message to advise 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.

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O Queued but not sent Search Criteria O Failed HL7 Referrals								
Addressee from Addressee	dress Book	O My Health Record						
то		Secure Messaging Status Any						
Filter by Date From 04/05/2022	To 11/05/2022	Delivery Method Any	~					