



Messages

Purpose:

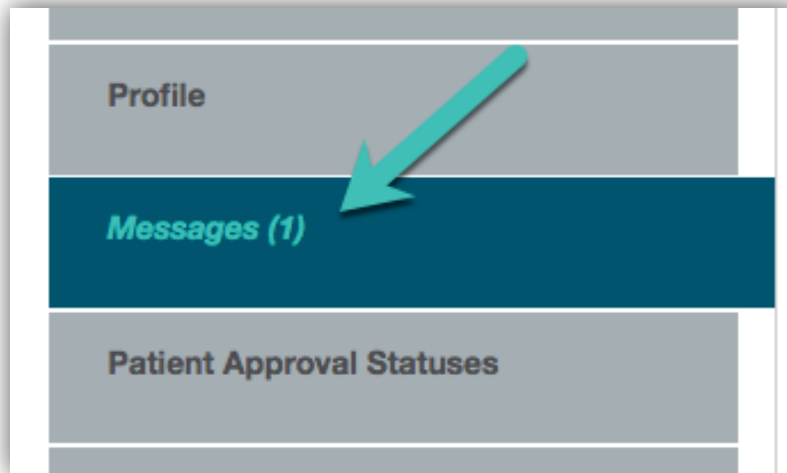
Messages provide your practice with incoming mail regarding various topics, including Everseat announcements, referral notifications, and more.

Best Practices and Examples:

Practices should regularly check their messages to be informed about updates or changes to Everseat. Additionally, if another practice refers a patient to your practice without a designated date or time for the appointment, the referral will also appear as a message.

Directions for Reviewing Messages:

Step 1 – Navigate to the ‘Messages’ tab. If you have a new message, it will appear in a parenthesis next to ‘Messages’ [i.e.: (1) for one pending message].



Step 2: A new message will appear with a gray background on your ‘Messages’ page.



Messages (1 New) Mark all as read Show archived messages

You have received a referral request for **Elizabeth Blackwell, MD**

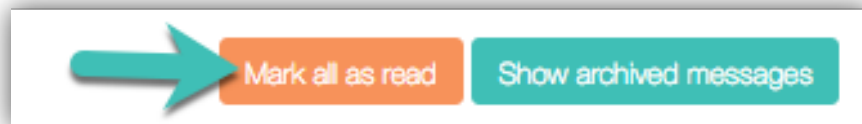
Referred By:
Julia Drewry

Referred At:
Drewry & Associates
3000 Falls Rd Baltimore MD 21211 US

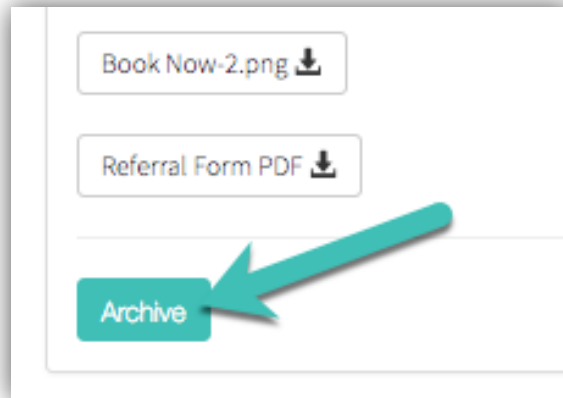
Details
Requested On: **10/24/2018**
Name: **Example Patient**
Phone: **555-555-5555**
Email:
Dob: **10/03/1990**
Gender: **male**
Referral Reason: **example referral**
Payment Type: **self-pay**

[Referral Form PDF](#)

Step 3 – To mark a message as read, click on the message so that the background changes to white. To mark all messages as read, click the orange ‘Mark all as read’ button. This will clear the unread message count from the tab.



Step 4 – To archive a message, click the ‘Archive’ button at the bottom of the message.



Step 5 – To access your archived messages, click the button that says ‘Show archived messages’

