## Getting Started

Clinician-to-clinician messages and Care Notes are stored in your inbox, which can be accessed by:

1. Clicking **Inbox** from the Messages/My Care Notes section of your dashboard; or
2. Clicking the **Messages** link on the menu bar.

From your inbox, click on the message or Care Note to view it within the Narx Report.

## Sending a Message

To respond to a message sent to you by another prescriber, click the prescriber's name from within the message thread of the Narx Report. When the message creation window is displayed:

1. If multiple patient demographics exist, select the correct patient demographics.
2. Type your message in the **Message** field.
3. Click **Send**.

To create a new message, click the prescriber's name from the Rx Graph section of the report, then follow the instructions provided above. *Note that if the prescriber's name is not a hyperlink, that prescriber is not available for messages.*

## Adding a Care Note

To add a Care Note to a patient's record, click **Add Note** in the Care Notes section of the report. When the Care Note creation window is displayed:

1. Type your note in the **Write a Care Note** field. *Care Notes are limited to 1000 characters.*
2. Click **Add Attachment** to attach a document to the note, if necessary.
3. If the Care Note should expire, use the drop-down menu in the **Expiration** field to select when the Care Note should expire.
4. If you are adding a Care Note to a patient report via an EHR integration, the **Share Note** field will be displayed. Use this field to indicate whether the Care Note should be shared externally with any authorized PMP user or internally only with users of the same EHR.
5. Click **Save**.

## Editing/Deleting a Care Note

To edit or delete a Care Note, click the **Actions** drop-down for the note. Note that this option is only available for notes created by you. You cannot edit or delete Care Notes created by other clinicians. When the Edit Care Note or Delete Care Note window is displayed:

1. Edit the Care Note as necessary. You may refer to steps 1-4 of the Adding a Care Note section of this document for more information. *If you are deleting a Care Note, skip this step.*
2. Select the reason for editing or deleting the note. You may add any additional comments in the **Additional Comments** field.
3. Click **Save** if you are editing the note; click **Submit** if you are deleting the note.

*Note: This document is intended to serve as a quick reference. For complete instructions, please refer to the Communications Module User Support Manual.*