

Correspondence Tab - Inbox

Last Modified on 02/09/2024 1:53 pm ACST

Inbox - Global/Location/Provider Interface

The Inbox will list all the Incoming correspondence (SMS, Letter, Email) for all locations/Selected location (Location interface) in the **Unread** status.

By default, this shows only **unread** correspondence; as it is designed for high volume and rapid review.

You can filter **All Types** to Letter, Letter, SMS, Email or Document.

Actions available include **Show**, **match** (If unmatched) or **Comment** from this tab.

The screenshot shows the CareRight web application interface. On the left is a sidebar with navigation links: Dashboard, Correspondence, All Correspondence, and My Correspondence. The main header is blue with the 'Correspondences' title and a 'New Enquiry' button. Below the header is a filter bar with tabs: INBOX (selected), OUTBOX, DRAFT, HELD, ALL, BULK PRINTS, UNMATCHED, and ENQUIRIES. The 'Correspondence' section has filters for 'All Status' and 'All Types' (both circled in red), 'All Senders', 'All Authors', and a search icon. Below the filters is a table of correspondence items. The first two items are 'Unread' status, received on 18/11/2020 at 10:40 AM, and are of type 'Letter'. The 'To' field for both items is 'Dr Magus Polan'. A 'Show' button is next to the first item, and an 'Actions' dropdown menu is next to the second item, showing options for 'Match', 'Comment', and 'Actions'.

Status	Patient	Received At	Type	From	To
Unread		18/11/2020 at 10:40 AM (+1030)	Letter	(http://ns.argusdca.com.au/smd/id/hostname/ACC5763760000000)	Dr Magus Polan
Unread		18/11/2020 at 10:40 AM (+1030)	Letter	(http://ns.argusdca.com.au/smd/id/hostname/ACC5763760000000)	Dr Magus Polan

Inbox - Patient Interface

The Inbox will list all the Incoming correspondences (SMS, Letter, Email) for the specific patient chosen.

CareRight allows patients to reply to any SMS messages (Including [Appointment Triggers](#)) that are sent through the system. Patient replies appear in the INBOX.

These Correspondences can be **Show**, **Print**, **Archived**, **Mark as Unread** or **Comment**.

CareRight

Dashboard

Patients

Mr Caleb James Gray

Accounts

Admissions

Alerts and Allergies

Appointments

Assessments

Cancer Notifications

Cases & Programs

Clinical Notes

Correspondence

Current admission

Diagnosis & History

Discharge Planning

Documents

Mr Caleb James Gray

ALERTALLERGYNOTICEClinicalRedmineVitro

Facility: Banksia Park Clinic MRN: 000135 CRN: XXX1234 ERN: Primary Provider: Dr William Bill Referrer: Dr Bren Reed () Home: 224 Curdievale-Pt Campbell Rd, ST PETERS SA 5069 Fund: iTest Health Fund, 12345 Male, aged 44 years, born on July 27, 1976, currently admitted to East St Kilda. Mobile Phone: jhvcxdfghbj

Interpreter RequiredAccountingICONPAY

INBOXOUTBOXDRAFTARCHIVEBULK PRINTSUNMATCHEDENQUIRIESCREATE

New SmsCustom SmsNew EmailNew Enquiry

Dashboard / Patients / Mr Caleb James Gray

Correspondence

All StatusAll TypesAll SendersAll Authors

Status	Received At	Type	From	To			
Read	07/08/2019 at 12:03 PM (+0930)	Letter	Jonathan Cleary (NZMC 12771)	Dr Magus Polan	Show	Print	Actions
Read	07/08/2019 at 11:56 AM (+0930)	Letter	Jonathan Cleary (NZMC 12771)	Dr Magus Polan	Show		Mark Unread Archive Comment
Read	07/08/2019 at 11:40 AM (+0930)	Letter	Jonathan Cleary (NZMC 12771)	Dr Magus Polan	Show		
Read	07/08/2019 at 11:38 AM (+0930)	Letter	Jonathan Cleary (NZMC 12771)	Dr Magus Polan	Show	Print	Actions
Read	07/08/2019 at 11:36 AM (+0930)	Letter	Jonathan Cleary (NZMC 12771)	Dr Magus Polan	Show	Print	Actions