

Correspondence Tab - Outbox

Last Modified on 02/09/2024 1:55 pm ACST

Outbox - Global/Location/Provider Interface

The Outbox will list all the outgoing correspondence (SMS, Letter, Email) for all locations/Selected location (Location interface), including **delivery failures**.

The actions available are **Show**, **Delete/Recall** (Only for failed correspondences), **Print**, **Followup** or **Comment**.

The screenshot displays the CareRight Outbox interface. On the left is a sidebar with navigation links: Dashboard, Correspondence, All Correspondence, and My Correspondence. The main header area includes the 'Correspondences' title and tabs for INBOX, OUTBOX (selected), DRAFT, HELD, ALL, BULK PRINTS, UNMATCHED, and ENQUIRIES. Below the tabs are buttons for 'New Enquiry' and 'Bulk Print'. A breadcrumb trail shows 'Dashboard / Correspondence'. The main content area features a 'Correspondence' table with filters for 'All Status', 'All Types', 'All Senders', and 'All Authors'. The table lists four outgoing correspondences with columns for Status, Patient, Send/Sent, Type, From, To, Author, Failed, and Delivery Method. Each row has 'Show' and 'Actions' buttons. A dropdown menu is open for the 'Actions' button of the last row, showing options: 'Followup', 'Comment', and 'Print'.

Status	Patient	Send/Sent	Type	From	To	Author	Failed	Delivery Method
Confirmed	Convict betty Flowers	09/06/2021 at 05:06 PM (+0930)	SMS	Clintel Clinic	Convict betty Flowers		Yes	
Confirmed	Convict betty Flowers	24/05/2021 at 04:28 PM (+0930)	SMS	Clintel Clinic	Convict betty Flowers	Mr System Administrator	Yes	
Confirmed	Mr Caleb James Gray	13/05/2021 at 12:00 PM (+0930)	Letter	Mr System Administrator	Dr Brenda Reed	Mr System Administrator	No	Healthlink
Confirmed	Mr Caleb James Gray	15/04/2021 at 12:56 PM (+0930)	Letter	Mr System Administrator	Dr Brenda Reed	Mr System Administrator	No	H

Outbox - Patient Interface

The Outbox will list all the outgoing correspondences(SMS, Letter, Email) for the specific patient chosen, including the failed ones.

CareRight can be configured to send reminders by SMS or Email via [Appointment Triggers](#), that will also appear in the outbox.

Actions available include **Show**, **Download/reprint**, **Archive**, **Follow up** 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

Events

Followups

Image Gallery

Mr Caleb James Gray

ALERTALLERGYNOTICEClinicalRedmineVitro

Facility: Banksia Park Clinic MRN: 000135 CRN: XXX1234 ERN: Primary Provider: Dr William Bill 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 RequiredAccountingICDNPAY

INBOXOUTBOXDRAFTARCHIVEBULK PRINTSUNMATCHEDENQUIRIESCREATE

New SmsCustom SmsNew EmailNew EnquiryBulk Print

Dashboard / Patients / Mr Caleb James Gray

Correspondence

All StatusAll TypesAll SendersAll AuthorsQ

Status	Send/Sent	Type	From	To	Author	Failed	Delivery Method	
Confirmed	15/02/2019 at 11:01 AM (+1030)	Letter	Mr System Administrator	Dr One Clintel [Dr One Clintel]	Mr System Administrator	Yes	argus	ShowPrintActions
Sent	17/10/2019 at 01:40 PM (+1030)	Letter	Mr System Administrator	Dr Two Clintel [Dr Clintel Systems]	Mr System Administrator	No	argus	ShowActions
Sent	15/02/2019 at 11:27 AM (+1030)	Letter	Mr System Administrator	Dr Felicity Brown	Mr System Administrator	No	P	DownloadArchiveFollowupCommentShowActions
Sent	15/02/2019 at 11:59 AM (+1030)	Letter	Mr System Administrator	Dr Felicity Brown	Mr System Administrator	No	P	ShowActions