

Meet the Message Center

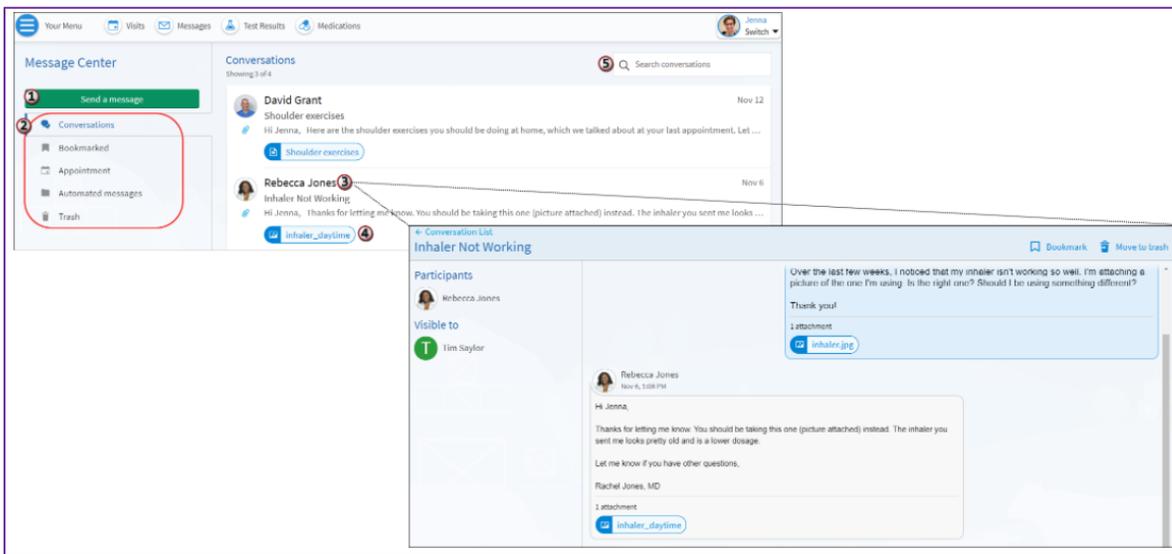
This tip sheet describes how to use the Message Center in Wellstar MyChart.



Try It Out

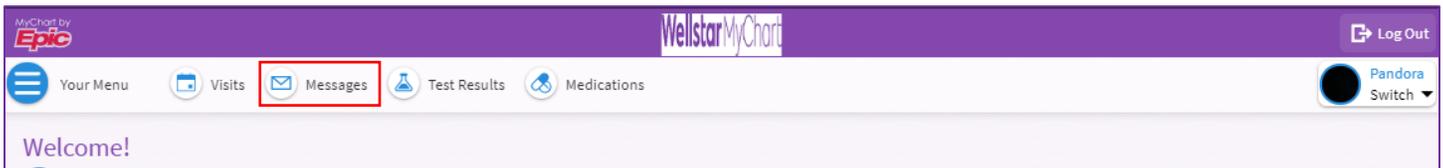
From the Message Center, you can:

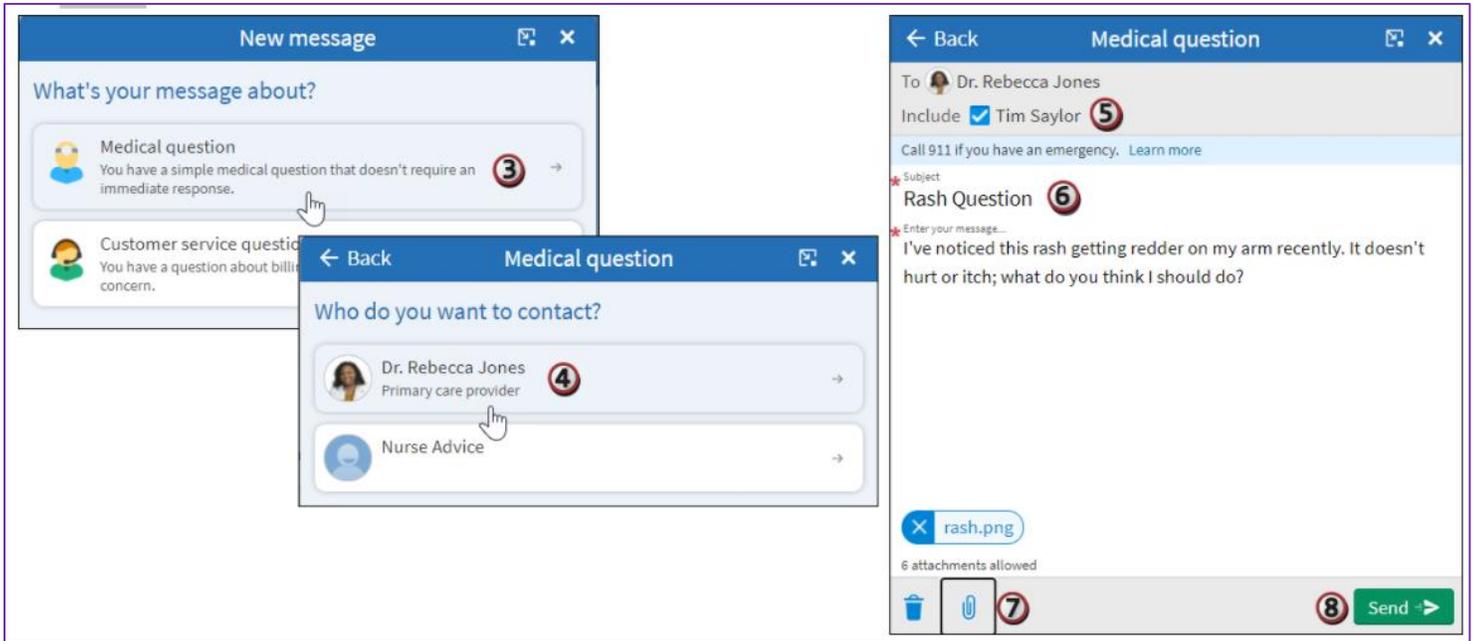
1. Send a new message to your provider or customer service.
2. View and organize messages for future reference in folders.
3. Click the latest message in a conversation to see the whole conversation history.
4. See which messages have attachments to review.
5. Search for a specific conversation by keyword.



Send or Reply to a Message

1. In the toolbar, click **Messages**.

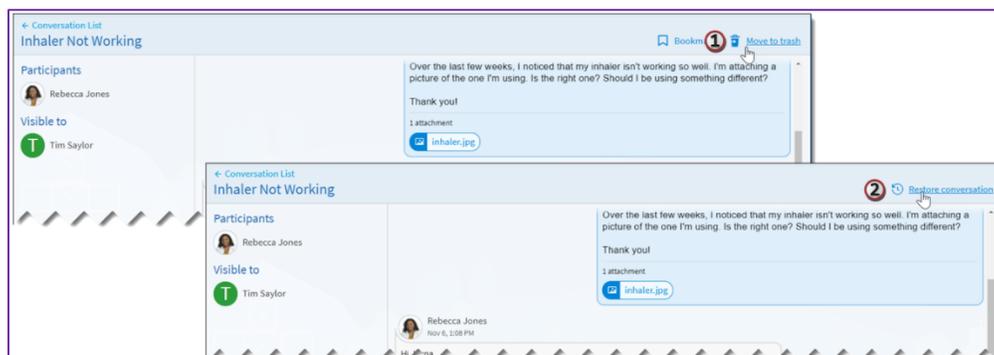




2. To send a message to someone you don't have a current conversation with, click **Send a Message**. To reply to a message, select the message you want to reply to and click **Reply**.
3. Select the topic that best fits your message.
4. Select the provider or team you want to message.
5. To send a confidential message, clear the check box for anyone else who has access to your chart, like a spouse or a caretaker.
6. Enter a message subject (if you're creating a new message) and body text.
7. Click the  icon to attach a document or photo.
8. Click **Send**.

Delete and Restore Messages

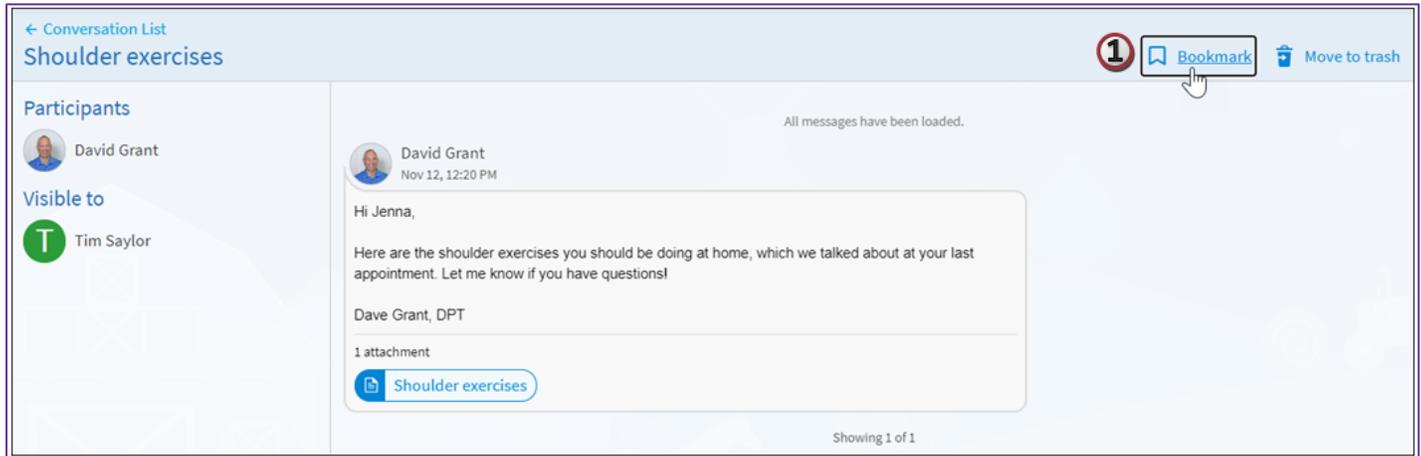
1. If you don't think you'll need to see a conversation again, click **Move to trash** to move it to the Trash folder.
2. To restore the message to your main conversation list, go to the Trash folder and click **Restore conversation**





Bookmark a Message

1. To flag a conversation for easy access in the future, click the  icon to bookmark it.
2. To find that bookmarked conversation, go to the Bookmarked folder.



← Conversation List
Shoulder exercises

Participants
David Grant

Visible to
Tim Saylor

All messages have been loaded.

David Grant
Nov 12, 12:20 PM

Hi Jenna,

Here are the shoulder exercises you should be doing at home, which we talked about at your last appointment. Let me know if you have questions!

Dave Grant, DPT

1 attachment
Shoulder exercises

Showing 1 of 1

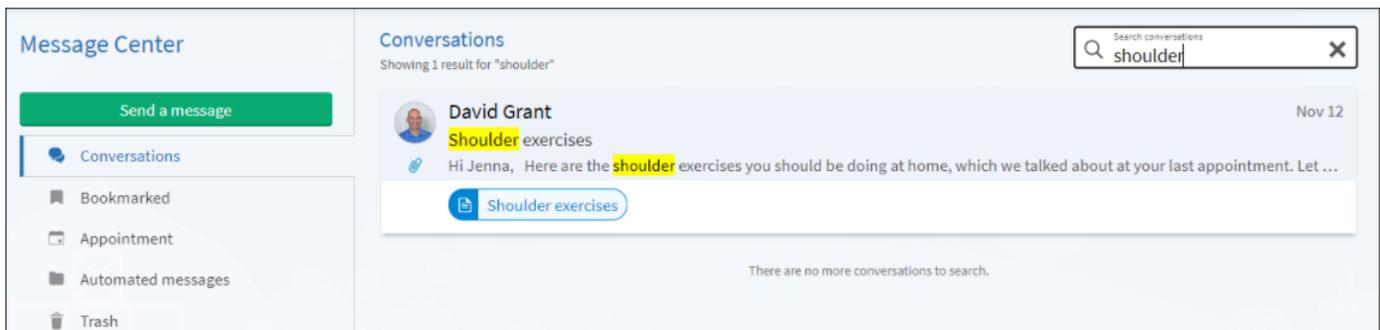
Bookmark Move to trash



Find a Message by Keyword

Within each folder, you can also use a keyword search to find a message you're looking for.

1. Go to the folder you'd like to search.
2. In the Search conversations bar, enter a search term and press **ENTER**. You can search by message subject, body text, or author.



Message Center

Send a message

Conversations

Bookmarked

Appointment

Automated messages

Trash

Conversations

Showing 1 result for "shoulder"

Search conversations
shoulder

David Grant
Shoulder exercises
Nov 12

Hi Jenna, Here are the shoulder exercises you should be doing at home, which we talked about at your last appointment. Let ...

Shoulder exercises

There are no more conversations to search.