

# EpicEdge Tips & Tricks

## Create Communications from a Central Spot

Communications, notes, notifications, and scans for a referral or auth/cert are now all available from the same section. From here, you can create any communication type that you have access to (1). You can also review existing communication entries and filter the list to help you find a particular one (2). After finding it, you can view a more detailed summary and take available actions on it (3). You can also see a counter for any notifications that you've added but that haven't been saved yet (4).

The screenshot displays the EpicEdge Communications interface. On the left, a 'History' list shows communication entries with their recipients and timestamps. The entry 'Krueger, Stephen - General - Hold for authorization' is selected. On the right, a detailed view of this note is shown, including its type and content. A notification bar at the bottom indicates '1 pending notifications will be sent on accept'. Red boxes and numbers 1-4 highlight key features: 1. Action menu (+ Note, + Communication, + Notification, + Scan); 2. Filter options (Filter users, Add); 3. Note details and actions (Edit Note, Open Note, Print Note, Print Text, Delete); 4. Pending notifications counter.

From	To	Type	Time
Kubiak, James (Kubiak, James)	Krueger, Stephen	Patient (Email)	Today 10:49 AM
Krueger, Stephen	Krueger, Stephen	General - Hold for authorization	Today 10:30 AM
Krueger, Stephen	Kubiak, James (Kubiak, James)	Patient (Email)	Today 10:27 AM
Krueger, Stephen	Patient	MyChart Letter - MC REFERRAL INFORMATION [10048]	Today 10:18 AM
Krueger, Stephen	Patient	MyChart Letter - MC REFERRAL INFORMATION [10048]	Today 10:18 AM

**1** + Note + Communication + Notification + Scan

**2** Filter options Filter users Add

**3** Krueger, Stephen Today 10:30:04 AM  
Edit Note Open Note Print Note Print Text Delete  
Note  
Type: General  
Hold for authorization  
The patient notified me that he has outstanding insurance updates but has not shared them with me yet. After updates to the referral today, I've contacted the patient as a reminder to share those updates with us as soon as he knows more.

**4** 1 pending notifications will be sent on accept Cancel Pending Notifications

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