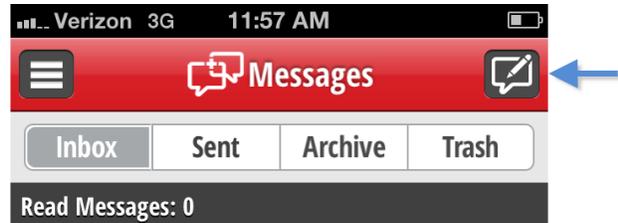


How to Compose a Message

One option for composing a message is to initiate a new conversation.

Tap the **compose message icon** in the upper right corner of the Messages screen.



The Physicians directory displays.

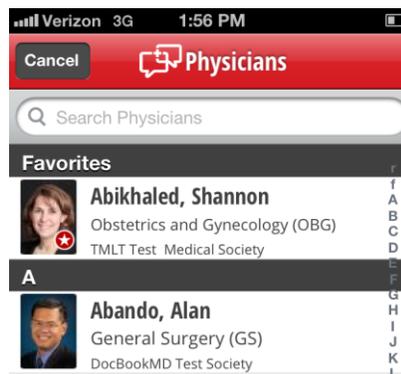
There are two ways to select the person who will receive your message.

Scrolling

To scroll, tap the first letter of the last name on the right side of the screen, and then scroll through the list.

Type a Last Name

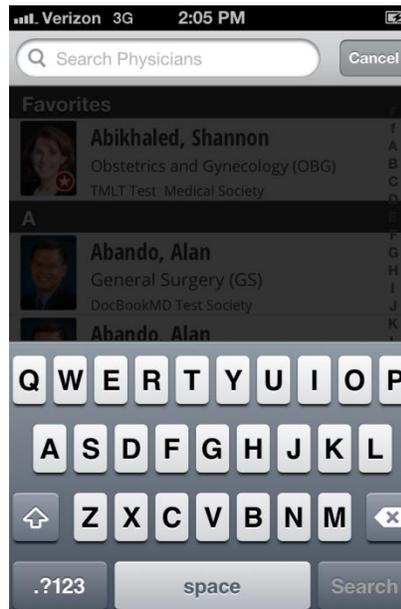
Tap the **Search Physicians** field at the top of the screen.



The keyboard displays.

Type the last name of the physician you are seeking.

The app sorts through names in the directory as you enter letters. You may not need to type the entire last name.



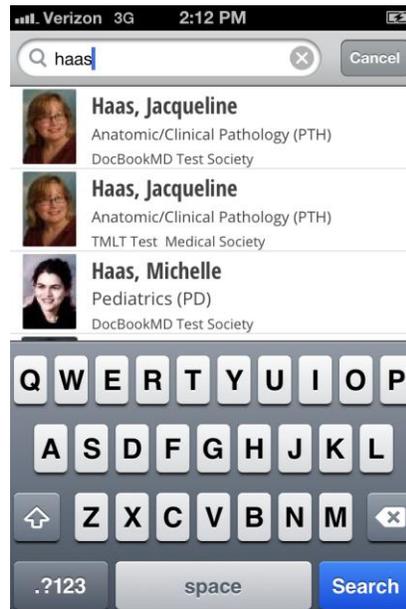
How to Compose a Message

A list of physicians matching your text entry displays on the screen.

If you typed the entire last name and the person you are seeking does not display above the keyboard, swipe vertically on the directory list.

Note: Be sure to swipe rather than tap. Tapping a name will open the profile of the tapped name.

Tip: Swipe on the right side of the screen to avoid accidentally opening an individual profile.

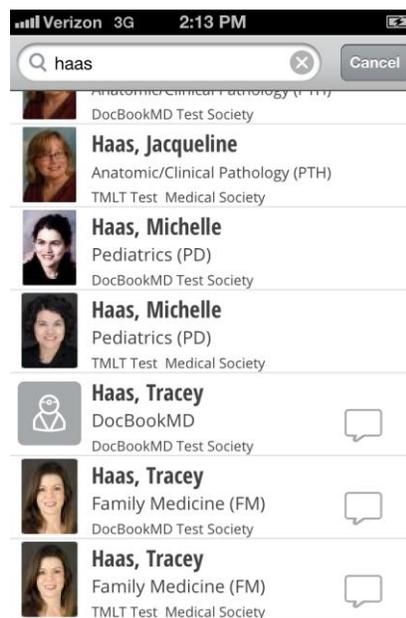


The physician directory scrolls and the keyboard disappears.

Note: There is a text bubble icon for each physician enrolled in DocbookMD. People who are enrolled can receive messages. Those who are not enrolled cannot receive messages.

If you want to send a message to a physician who is not enrolled in DocbookMD, see the tutorial on how to invite a person to join.

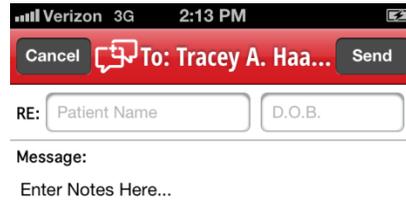
Tap the desired physician's name.



How to Compose a Message

The message composition screen displays.

Tap the **Message** area.



Receive alert if message not opened in 30 mins



The keyboard displays.

Type your message.

Tap the **Patient Name** and **D.O.B.** fields to enter information about the patient.

Assign a message priority. Doing this enables you to receive an alert if the message is not opened in the specified timeframe.

Alert priority options are:

- 5 minutes
- 30 minutes
- None

Tap the **Send** button in the upper right corner when you are ready to send the message.

