

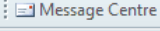
Opt In and Out of Message Pools

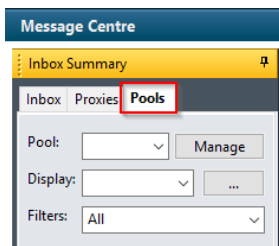
Quick reference guide

Message Pools are used by clinicians to effectively manage the endorsement of medical imaging and pathology results within ieMR. A result notification will return to the ordering physician and the message pool for endorsement.

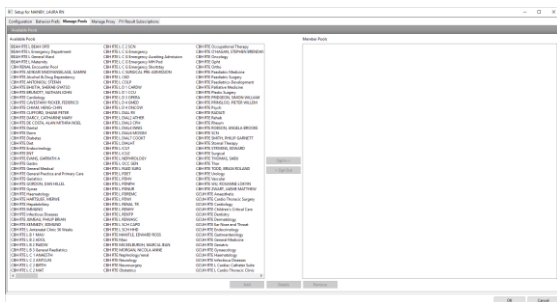
To access a Message Pool, it will be necessary to first 'opt in' to a Message Pool.

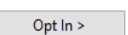

To Opt Into a Message Pool

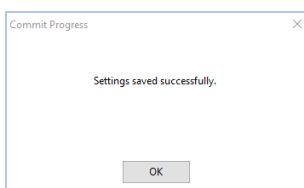
1. Click icon to open Message Centre 
2. Within Message Centre, select the Pools tab from the Inbox Summary pane



3. Click **Manage**, the Manage Pools window will open.



4. Select the relevant pool from the list of available pools.
5. Click **Opt in**  to move the selected Message pool into member Pools
6. Click **OK** . The Commit Progress window will display



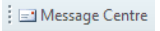
7. Click **OK** 

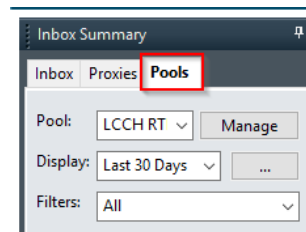
The pool in Message Centre will be added to the Pools drop down list.

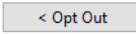

Note: Message Pools will have the following naming convention:

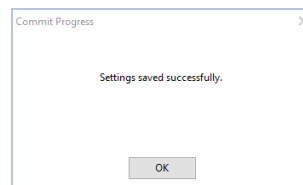
1. Facility (LCCH)
2. RTE (Results to Endorse)
3. Treating Clinician/Location/Medical Service

To Opt Out of a Message Pool

1. Click icon to open Message Centre 
2. Within Message Centre, select the Pools tab from the Inbox Summary pane



3. Click **Manage**, the Manage Pools window will open.
4. Select the relevant pool from the list of available pools.
5. Click **Opt Out** . The selected pool will be moved from the Member Pools section and will appear in the Available Pools section.
6. Click **OK** . The Commit Progress window will display



7. Click **OK** 

The pool in Message Centre will be removed to the Pools drop down list.