# Physician Power User In Basket

 MD207v

##### Date: December 3, 2021

##### Trainer: Mark Phelan

### Prerequisites

Live use of EpicCare or completion of Specialists Training Specialists training.

### Learning Outcomes:

Upon completion of this course, learners will be able to:

* Identify how to personalize In Basket folders
* Describe how to use QuickActions to efficiently address messages related to patient care

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| **Exercise Time:** After each presentation there will be support scheduled for 1 hour for questions. The exercises do not have to be completed during that hour as you will have access to the environment at almost any time of day. To see when the environment will be refreshed, look at the message of the day when you log into the environment. |

**Notes:**

* All Epic training sessions use a current release of the application. If your organization is using an older version of the software, you will likely encounter some discrepancies between the features and functionality you learn at Epic and what is actually available in your system.

## MD207v Power User In Basket

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| 4:00 | **Welcome and Introduction** |
| 4:05 | **Optimize In Basket*** Rearrange folders
* Edit display columns
* Sort and filter messages
* Rearrange folder buttons
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| 4:15 | **Message Workflows*** Review messages
* Write notes regarding messages
* Route messages efficiently
* Speed up refill requests
* Send reminders to yourself
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| 4:40 | **QuickActions*** Staff message QuickAction
* Result note QuickAction
* QuickNote QuickAction
* Rx request QuickAction
* Routing prescriptions to multiple pharmacies
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| 5:05 | **Live Q&A^*** Complete exercises
 |
| 6:00 | **Webinar ends** |

^no credit offered for this session