# Physician Power User In Basket

MD207v

##### Date: March 11, 2022

##### Trainer: Andy Stoffels

### 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
* Find messages related to patient

**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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| 10:00 | **Welcome and Introduction** |
| 10:05 | **Optimize In Basket**   * Edit display columns * Sort and filter messages * Rearrange folder buttons |
| 10:15 | **Message Workflows**   * Write notes regarding messages * Route messages efficiently * Speed up refill requests * Send reminders to yourself |
| 10:35 | **QuickActions**   * Staff message QuickAction * Result note QuickAction * QuickNote QuickAction * Rx request QuickAction |
| 10:45 | **Find messages**   * Building a search * Using Card View |
| 10:50 | **Live Q&A**   * Complete exercises |
| 11:00 | **Webinar ends** |