# In Basket Workflows

MD30d

##### Date: June 18, 2024

##### Trainer: Kate McKay, Tyler Powers

### Prerequisites

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

### Learning Outcomes:

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

* Prioritize messages and develop a system for following up on In Basket messages at the right time
* Use Quick Actions to quickly respond to routine messages

**Notes:**

* All 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 and what is actually available in your system.

## MD30d – In Basket Workflows

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| 1:15 | **Welcome and Introduction** |
| 1:20 | **In Basket**   * Example workflow for In Basket Messages * Prioritize messages * Role of Quick Actions |
| 1:40 | **Live Q&A**   * Complete exercises |
| 1:45 | **Webinar ends** |