# Physician SmartUser In Basket

MD207v

##### Date: July 29, 2024

##### Trainer: Ellen Kiser, Lon Ebel

### Prerequisites

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

### Learning Outcomes:

After completing this activity learners will be able to:

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

**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.

## MD207v SmartUser In Basket

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| 11:00 | **Welcome and Introduction** |
| 11:05 | **In Basket Quick Wins**   * Edit display columns * Sort and filter messages * Rearrange folder buttons |
| 11:15 | **QuickActions**   * Using QuickActions * Building QuickActions |
| 11:35 | **Optimize In Basket**   * Route messages efficiently * Finding messages * Sharing your In Basket * Using Card View |
| 11:50 | **Live Q&A**   * Complete exercises |
| 12:00 | **Webinar ends** |