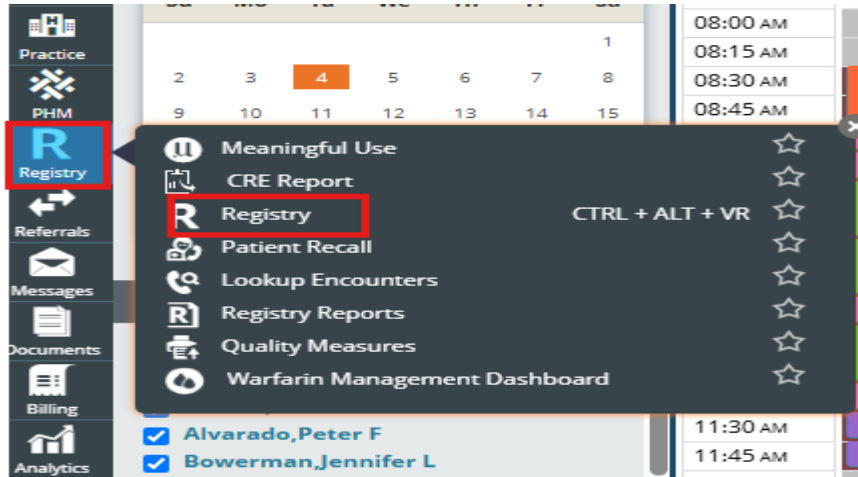
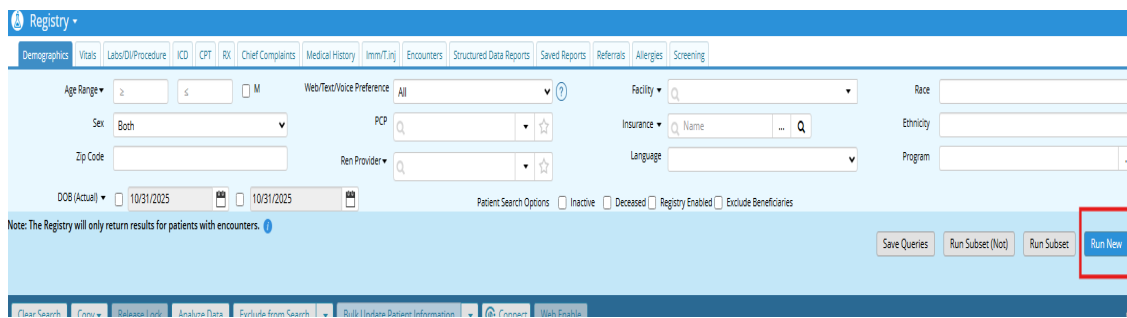


## Standard Work – Sending messages through registry lists

Click **‘Registry’** in the left panel tool bar, then **‘Registry’** again

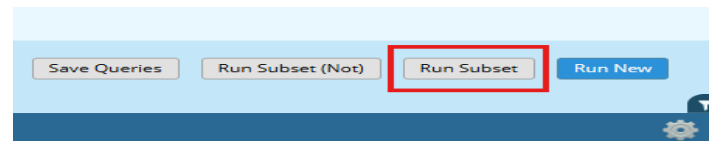
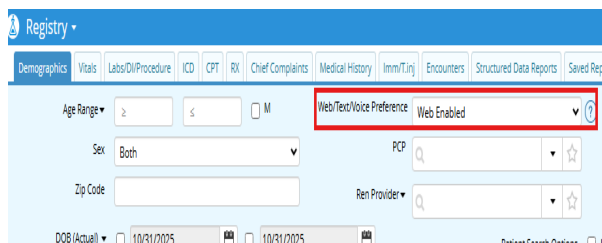


Click **‘Run New’** under the demographics tab. This will populate



all patients in the clinic

After names populate, use drop down to select **‘Web Enabled’** in the web/text/voice preference and then select **‘Run Subset’**



If running registry for a specific appt type, follow previous steps and then click **‘Encounters’**, select your date range and visit type(s). Then **‘Run Subset’**. If you are looking for these things under a specific provider select them under the **Ren.**  
**Provider/PCG**

The screenshot shows the 'Registry' application interface. At the top, there is a navigation bar with tabs: Demographics, Vitals, Labs/DI/Procedure, ICD, CPT, RX, Chief Complaints, Medical History, Imm/Tinj, **Encounters** (highlighted with a red box), Structured Data Reports, Saved Reports, Referrals, Allergies, and Screening. Below the navigation bar, there are several input fields and buttons. On the left, there is a 'Date Range' section with 'From' and 'To' date pickers (both set to 10/31/2025 and highlighted with a red box), an 'Appc. Provider' dropdown, and a 'Ren. Provider/PCG' dropdown (also highlighted with a red box). In the center, there is a 'Facility' dropdown, a 'Future' radio button, and a 'Past' radio button. To the right of the 'Past' radio button is a grid of time intervals: 3D, 1W, 2W, 3W, 4W, 6W, 2M, 3M, 4M, 6M, 1Y, 2Y. On the far right, there are three dropdown menus: 'Visit Type' (highlighted with a red box), 'Visit Status', and 'Encounter Type'.

Select **‘Messenger’** tab at the bottom of the list

- Click eMessage
- Choose message template or type in your own message
- Add Subject
- Hit Send

The screenshot shows the bottom navigation bar of the application. It contains four buttons: 'Patient Hub', 'New Appointment', **Messenger** (highlighted with a red box), and 'Enrollment'.