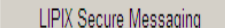


# 3 Ways to Launch LIPIX Secure Messaging

## From the LIPIX Clinical Viewer:

1. Go to [www.lipixportal.org](http://www.lipixportal.org)
  - Log in with the username and password provided by LIPIX
2. Complete the Authentication Challenge by:
  - Entering the 7-digit pass code sent to your mobile device via text message or voice recording and clicking "Submit"
  - Upon successfully submitting your pass code, you will be taken to the LIPIX Clinical Viewer
3. Conduct a PATIENT SEARCH and click LIPIX Secure Messaging 

## From the LIPIX Services Portal:

1. Go to [services.lipixportal.org/BigX](http://services.lipixportal.org/BigX)
  - Log in with the username and password provided by LIPIX
  - Select Secure Messaging System
2. Complete the Authentication Challenge by:
  - Entering the 7-digit pass code sent to your mobile device via text message or voice recording and clicking "Submit"
  - Upon successfully submitting your pass code, you will be taken to LIPIX Secure Messaging directly.

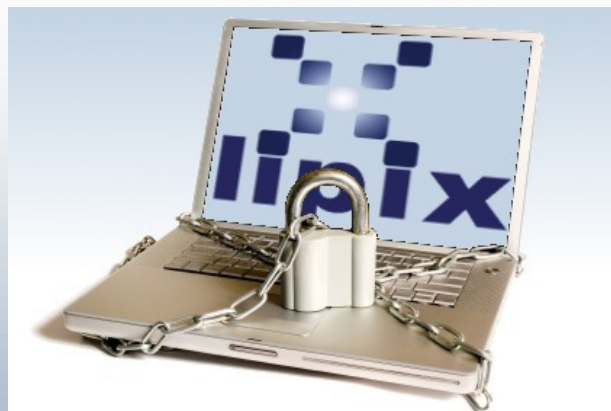
## From the Email Notification Tickler:

1. Click on the hyper-link in email tickler
  - Log in with the username and password provided by LIPIX
2. Complete the Authentication Challenge by:
  - Entering the 7-digit pass code sent to your mobile device via text message or voice recording and clicking "Submit"
  - Upon successfully submitting your pass code, you will be taken directly to the received Message within LIPIX Secure Messaging.

## LIPIX Secure Messaging Services include:

- ♦ Paperless transfer of patient clinical data between healthcare providers
- ♦ Seamless continuity of care for patients transferred between facilities
- ♦ Smooth integration with current provider workflows

Powered by **LIPIX, Inc.**



[www.lipix.org](http://www.lipix.org)  
[\(877\) MY-LIPIX](tel:877MYLIPIX)

## Pocket Guide

to



## LIPIX Secure Messaging

offers a secure web-based solution for communicating patient-specific clinical information between clinicians that does not rely on, but typically leverages, existing email accounts

# How To Send and Receive Secure Messages

## Completing / Sending a Secure Message:

- Launch the application (see instructions within this guide)
- Once in the application, a new message may automatically open. You may also click New to open a new Message
- Select your Template
- Complete each field listed; while all fields are important, only those marked with a red asterisk (\*) are required
- Do not include any Patient Identifying Information in the Comments section
- Review your Message, including pre-populated data, for accuracy
- Message Options:
  - ◊ Click **Save as Draft** to close the Message and save it for later. From the Drafts Folder, double click on the message to continue completing the Message
  - ◊ Click **Send** to send the Message;

## Receiving a Transfer Form:

- As a Message Recipient, you may access Messages in one of three ways:
  - ◊ Click on the hyper-link from the Email Notification Tickler and log in following the instructions within this guide (the message will load automatically)
  - ◊ Log into by following the instructions within this guide. Look in your Inbox for any unread messages, in **bold**)
  - ◊ Receive the Form as a Fax

## Secure Message Inbox

• The patient name appears on the top

• Use the toolbar to perform desired message functions

• Selecting **Print** will open a new browser that displays the Form in PDF format. You may then print the Form

- The Inbox resembles many email systems
- Messages are sorted into folders (Inbox, Sent, Drafts, Deleted)
- Click on the folder names to view filed messages
- You can Reply, Reply All, or Forward a message in your Inbox

## Secure Message Form Components

- ### Message Recipients:
- Select To, CC or BCC from the drop down menu
  - TYPE AHEAD the recipient's Name to select a recipient from the dropdown list
  - Click the **Add** button to send to multiple recipients
  - Click the **Search** button to search for Message Recipients by Name, Email, Fax, Facility, and Dept
  - Check the **box(es)** to send as Email and / or Fax
    - ◊ Note: email or fax check boxes will be checked based on the recipient's preference

- ### EDIT Menu:
- Choose your Template
  - Click **Save as Draft** or **Send** completed Forms

- Clicking the **Add** Button creates an additional row
- Clicking the red **X** deletes that row

• Clicking on a Frequently Used Item inserts it as a Current Item

• Frequently Used Items *personalize* over time

• TYPE AHEAD functionality enables you to *search* and find items easily

• Clicking the **Add** Button inserts the selection as a Current Item