CREATING A QUICK ACTION

Quick Actions are a fast, easy way to respond to messages in a uniform, consistent way.

1. Click In Basket on the Epic Toolbar.

2. Select the Manage Quick Actions Section

3. Click the arrow next to the New QuickAction in the top left side of the screen.

4. Choose the type of QuickAction you would like to make. We are going to choose Result Note in this case.

5. Enter a Brief name for your Quick Action, such as “Normal-Call”, in the button name field.

6. Configure the QuickAction to meet your needs:

To have a chance to edit the result note before it’s filed, select the Show note before filing check box. If once you select this option, you just want it to do the action without re-checking, unclick this box. To automatically remove the associated Results message from your In Basket, select the Mark in Basket message as complete after filing check box.

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Specify which results should be attached to your note. In the **Orders to select** section, choose:

- **All**: to attach your notes to all results in a message.
- **None**: if you do not want to attach your note to any results. You can choose results on the fly if you selected the **Show note before filing** check box in step 4. This option is not recommended, because it is faster to locate your note when it’s attached to a result.
- **Abnormal results**: to attach your note to only the abnormal results in a message.

7. To send your note, select the **Route note to** check box and specify the recipients for your Result Note message. For example, send it to the patient’s PCP or to other recipients, like a pool of nurses. ***To send to a Pool type RMG then name of your clinic and your pool***

8. Enter your note in the **Result Note** field on the right.

9. To release the result to the patient, select the **Release to MyChart** check box. You can write a comment for the patient in the **MyChart Comment** field.

10. When you're finished, click **Accept**. A new QuickAction button for this action appears on the report toolbar in all of your Results messages.

11. To release the result to the patient, select the **Release to MyChart** check box. You can write a comment for the patient in the **MyChart Comment** field. **If you do not choose Release to MyChart your Editor will not show this field***

12. When you're finished, click **Accept**. A new QuickAction button appears on the report toolbar in all your Results messages.

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