From your desktop, click Workload



Your Compose button will appear:



Find the patient under Incomplete Records if there is a deficiency you need to reject. When the patient is high lit, click Compose

Return To Home	Cha	irt Document	Orders Discharge			// Sign	ک ک Workload	Compose
Workload	C	Testco 52 F 06	cd,Mu.Provro 5/06/1966 <i>(</i>)	bles				
Search Inbox	2 ♥ (R) (C) ≑	Incomplete Reco Subject Deficience	ords cies (1)	From SVH Department				
> Results 1				To Doc - Family Practic,Generic				
• Incomplete Records 2 of 3		Signature Req	uired	Available	Days Deficient	Days Deli	nquent	
TESTCCD, MU. PROVROLES Deficiencies (1) SVH Department	53 days	Sign Progress Note	9	10/19/18	53	23	:	
Testpcs,Training	362 davs							

From the Compose screen select Current Account



Select ICR Reject from the drop down *Type box

Compose	CANCEL	SAVE
*Regarding Testccd, Mu. Provroles 52 F 06/06/1966		×
*Type Search message/task type ICR Reject Missing Doc to support charge Provider Query Form Sign Item		

Click + to find HIM workgroup from the search box

*Type ICR Reject	×
Subject	×
*Select Recipients	
+	

Add your message to the dialog box and click SAVE.

*Regarding Testccd, Mu. Provroles 52 F 06/06/1966	
*Type ICR Reject	
Subject	
*Select Recipients	Priority
HIM Workgroup +	H M L
 <u>∔</u> B <i>i</i> <u>U</u> [▶] >	
Message	