



VALLEY PRIMARY CARE ASSISTANCE

SUPPORTING YOUR PRACTICE, ENHANCING YOUR CARE

Inbox and Message Management

Whether on a regular basis, during much needed downtime, or while covering different services, Inbox and Message Management is a highly customizable service with flexible scheduling, that entails;

- *Follow up and action on incoming results and direct messages, tailored to your specific practice protocols*
- *Documentation and archiving into patient EMR*
- *Relevant follow up orders and patient communication- ie repeat labs, recommended imaging, referrals as indicated*
- *Prescription renewals*
- *Guaranteed alerts of all critical inbox results directly to you or locumming physician*

During the initial stages, we may reach out more often once your service period ends to clarify how you would like specific results to be acted on, so that we may better tailor the service to your specific practice style. As we become more familiar with your practice, the service will become more and more seamless

Upon initial consultation, you will be provided with a document allowing you to provide detailed instructions on how you like incoming information handled. We are dedicated to providing not only timely and evidence based action, but peace of mind that your inbox will be expertly tended to.