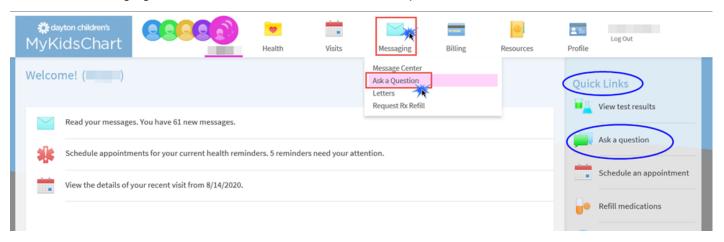
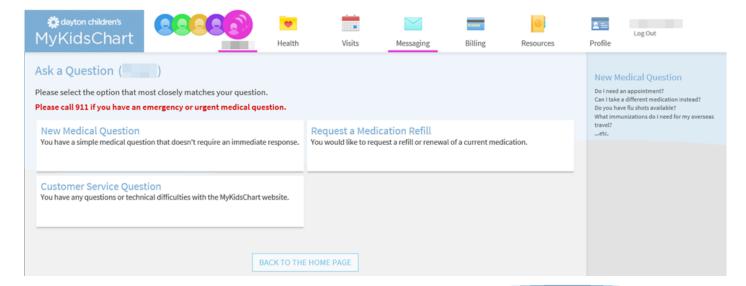
# messaging and uploading attachments

• Click Messaging, then "Ask a Question," or click "Ask a question" under Quick Links



- Three options to choose from:
  - 1. New Medical Question: Messages that go to the clinical staff for your provider.
  - 2. Request a Medication Refill: Go to the clinical staff for review by your provider.
  - 3. **Customer Service Question:** For questions or technical difficulties related to the MyKidsChart website or app. **These do not go to clinical staff.**

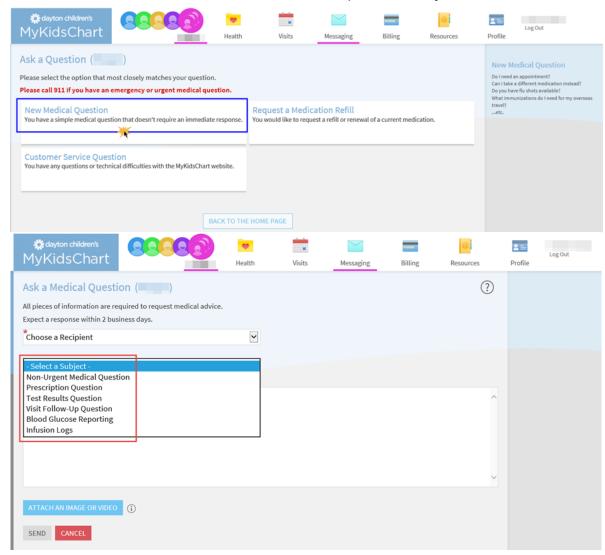




## new medical question

These are messages that go to the clinical staff for your provider.

- Click "New Medical Question", then choose the recipient and subject.



Subject topics/categories include:

#### **Non-Urgent Medical questions**

- General care related questions
- Forms completion
- Requesting supplies (nonprescription)

#### **Prescription questions**

- Experiencing non-emergent side effects
- Prior Authorization
- Insurance issue when filling prescription
- Changing prescribed amount

#### **Test Result questions**

 Obtain or discuss lab results or imaging results

#### **Visit Follow-Up questions**

 Questions/feedback about what was discussed at the appointment

#### **Infusion Logs**

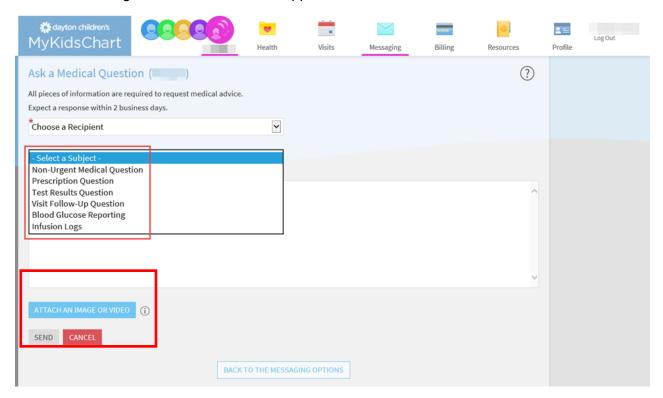
- Sending infusion logs related to specific infusions given at home
- This subject is only to be used if directed by the clinical staff

#### **Blood Glucose Reporting**

- Concerns about highs or lows
- Sending in routine blood glucose results. It is important to list current insulin doses.
  - Long acting dose
  - BG correction
  - Carb coverage
  - Ketone scale, if applicable
  - If downloading a pump, settings should be included within the download.

# new medical question (continued)

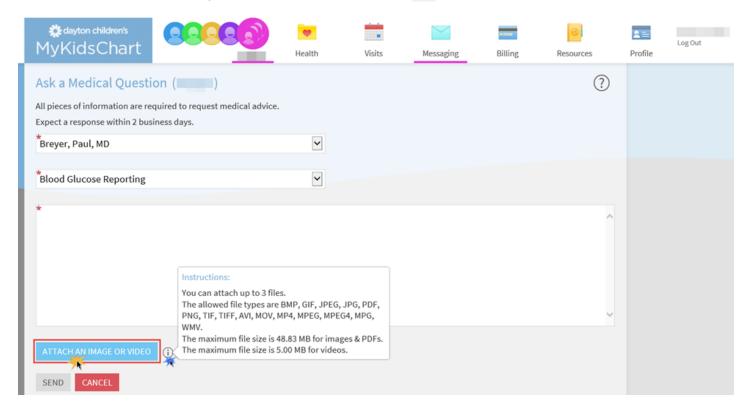
- Enter a message, attach a document if applicable, and click "Send"



# uploading documents/images

Upload documents and/or images/videos in messages sent to clinical staff.

- Click "New Medical Question", then select the recipient and subject.
- Click the "Attach an image or Video" button under the message window to browse for the file you are sending.
- To view the allowed file types and sizes, hover over the icon.

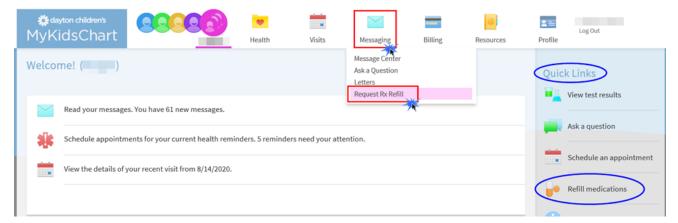


Click "Send" and the message will go to the clinical staff for the provider selected under "Recipient"

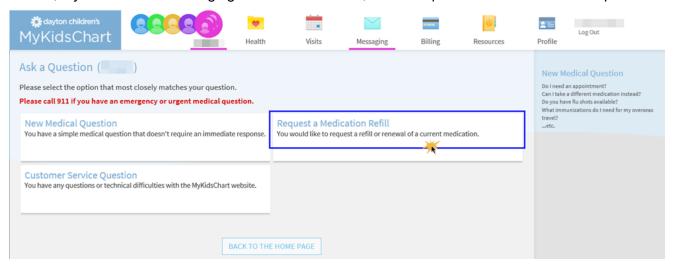
## request a medication refill

These are messages that go to the clinical staff for review by your provider.

• Click "Messaging" —> Request Rx Refill, or in the Quick Links, click "Refill medications"

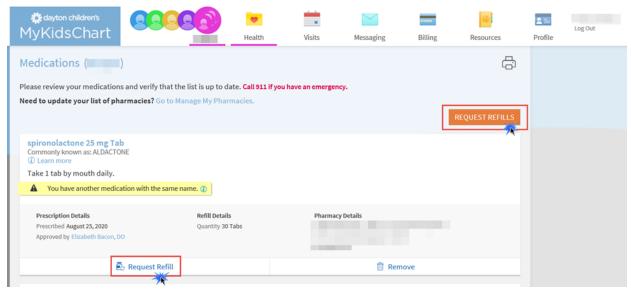


Or, if you selected "Messaging" - "Ask a Question", click "Request a Medication Refill" option



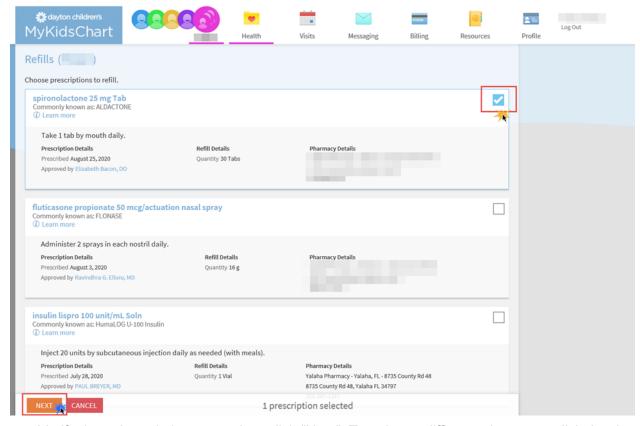
List of medications will be displayed. Click the orange "Request Refills" button to select multiple medications for refill, or click the "Request Refill" button under a specific medication to select just that medication for refill.

Please note – If selecting multiple medications, select those that are being sent to the same pharmacy. If you need medications refilled at different pharmacies, please send separate refill requests.

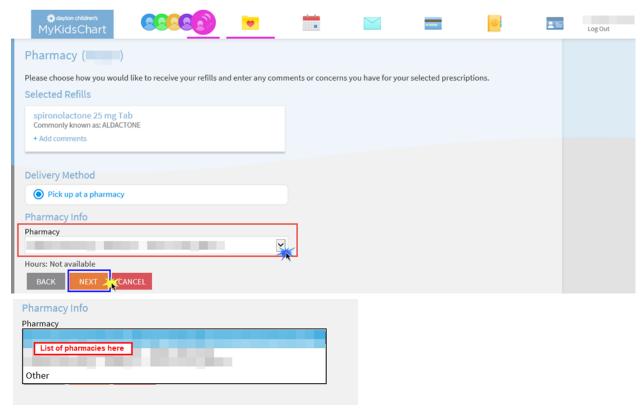


## request a medication refill (continued)

After selecting your medications by clicking the checkbox, click "Next"



Verify the selected pharmacy, then click "Next". To select a different pharmacy, click the down arrow to
view those pharmacies that have been added to your chart. If the pharmacy is not listed, select "Other"
then enter the details of the pharmacy (name, address, phone number).



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# request a medication refill (continued)

• Review your request, then click "Submit."

