

Summary

The Message Center will display unread messages, which will provide additional information regarding a current case or request for information. Follow the steps below to enter your Message Center to review and/or respond.

Click Message Center

The small teal box will tell you how many messages are waiting for you in your message center.

*	Kepro	Home	Cases	Create Case	Consumers	Setup	Message	Center 1	Reports	Preferences
-										
<u> </u>	HOME			G	1 NEW MESSAGES to to Message Center	WORK-IN-	PROGRESS	NOT SUBMITTI	ED SUBMIT	TED
						43			32	



Expand the Message to Review

Click the caret next to the message to show the full message details.

MESSAGE CENTER	MESSAGE CENTER								
CASE ID	REQUEST	FROM	SUBJECT	то	SENT ON				
230860012	R01	Kepro	Demo Message	A Provider	3/27/2023 4:12:33 PM	^			
Message: Enter Note Here	—								

Note: The Message Center will display all messages across all provider locations to ensure messages are not missed based on selected Context.

Reply (if appropriate)

Expanding the message will automatically provide an option to respond. If you wish to, type your message in the MESSAGE field and click SEND.

CASE ID	REQUEST	FROM	SUBJECT	то	SENT ON
230860012	R01	Керго	Demo Message	A Provider	3/27/2023 4:12:33 PM
Message: Enter Note Here					GO TO CASE >
Reply SUBJECT *					
RE: Demo Message					
MESSAGE *					
-					li li
please do not send additional clinical	l information through these messages. Additional clinical inform	mation should be added to the clinical information section of the rec	quest.		
CANCEL					SEND >

Important: Once you read the message it will no longer be visible in the Message Center but can be found in the Communications ribbon in the case.