

Electronic Mail from the Server Screen

Electronic Mail (E-Mail) is a means of transmitting messages between employees and/or departments via electronic lines of communication within the CPSI System. With E-Mail, the facility has the ability to send mail to specific persons or to specific departments as well as the ability to print those messages. All CPSI modules are interfaced with E-Mail, allowing easy access to the system.

Select E-mail module

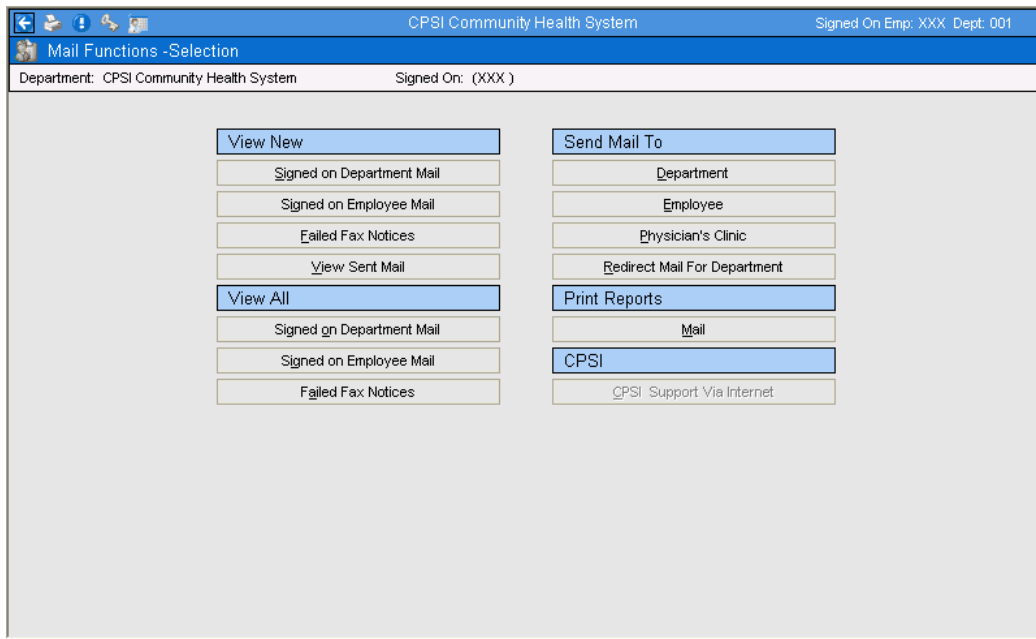


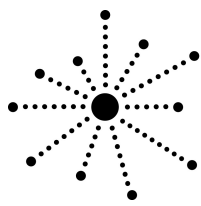
Figure 1.1 Mail Functions - Selection

Signed On

Department: The Department listed will pull from the department that is loaded in field 1 of Port Maintenance within the Device Control Table.

Employee: The employee field will default to NONE. When selecting Signed on Employee Mail, the system will prompt, **Enter Employee #**. After entering the valid employee number, the employee name will display on this field, and the password prompt will appear.

NOTE: If accessing mail from within the Accounts Receivable application, the Department listed will pull from the department the PC or terminal is logged into. If employee sign on is used, the employee name will automatically pull to the Signed On Employee field.



View New

Unacknowledged mail may be viewed through the View New Mail options. Both departmental and employee specific mail may be acknowledged. Unacknowledged mail will purge from the system after 30 days.

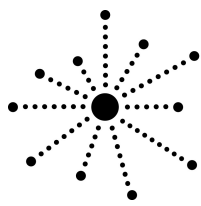
Signed on Department Mail

All unacknowledged departmental mail may be viewed by selecting **Signed on Department Mail**. Each message is displayed. Select the message so that the full message may be viewed rather than the truncated version shown on the mail index. In addition, by selecting **All**, each message may be viewed sequentially. Please note that only mail for the department shown in the upper right hand corner of the E-Mail base screen may be viewed. For example, a terminal logged into the Materials Management Department will only be allowed to view Materials Management messages.

Signed on Employee Mail

Mail for individual employees may be viewed the same way departmental mail is viewed. Employee sign on is required when viewing mail by employee. The employee should key in their employee number and password.

It should be noted that once new mail is viewed via these options, the messages will be moved to the **ALL** section and can no longer be viewed in **NEW MAIL**.



Failed Fax Notices

Selecting this option will display a list of failed faxes from the Fax Server. Selecting **More** will scroll through the list in date order. **All** will allow all faxes in the list to be resent, viewed or printed. **Purge** will purge selected faxes by date range.

View All

The View All option allows old/acknowledged mail messages to be viewed again. A date range may limit messages. Acknowledged mail will purge from the system after 10 days.

Signed on Department Mail

This option works similar to the View New Mail option for departments. The only difference is that a begin date is requested. Once a begin date is entered, all mail messages since that date is displayed.

Signed on Employee Mail

Employee mail also requests a begin date. All mail received after that date is displayed.

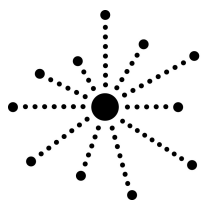
Failed Fax Notices

Selecting this option will display a list of failed faxes from the Fax Server. Selecting **More** will scroll through the list in date order.

Send Mail To

Department

Selecting this option will display a list of departments. Select the department(s) or employees in department(s) to which mail will be sent.



Select E-mail module > Department

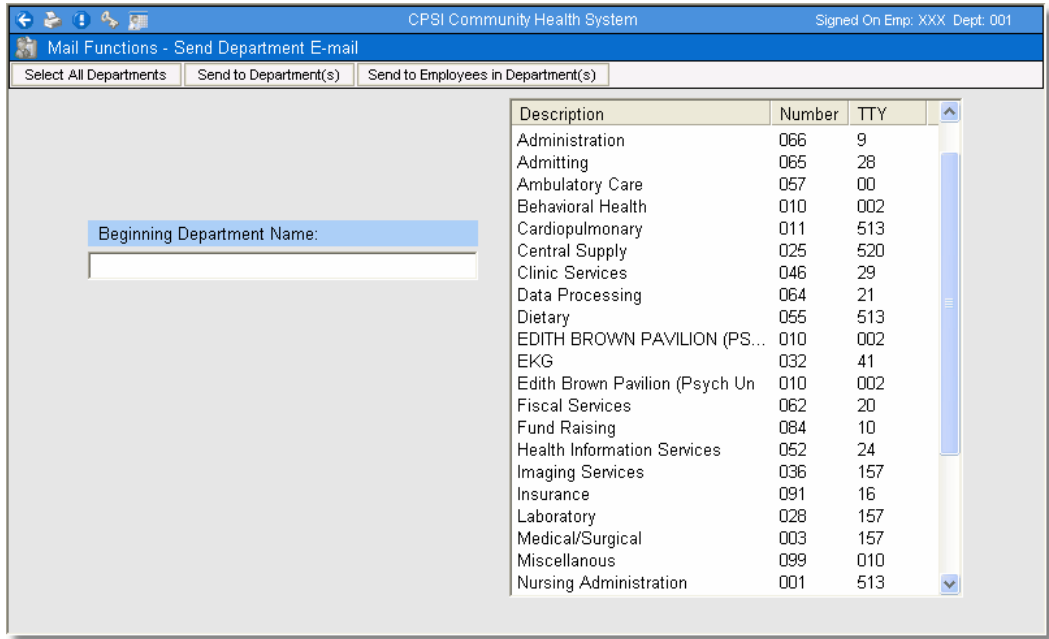


Figure 1.2 Mail Functions - Send Department E-mail

A department may be selected individually by clicking on the appropriate department. If several departments need to be selected, click on the desired departments while holding down the **Ctrl Key** or **Shift Key** for a range of departments.

Beginning Department Name: Enter the start of a department description to delimit the list of departments.

Select All Departments: This option will select all departments in the lookup.

Send to Department(s): After selecting the department(s), mail will be sent to the specific terminal loaded in the department table. The following screen will be displayed:

Select E-Mail module > Department > Send to Department(s) or Send to Employees in Department(s)

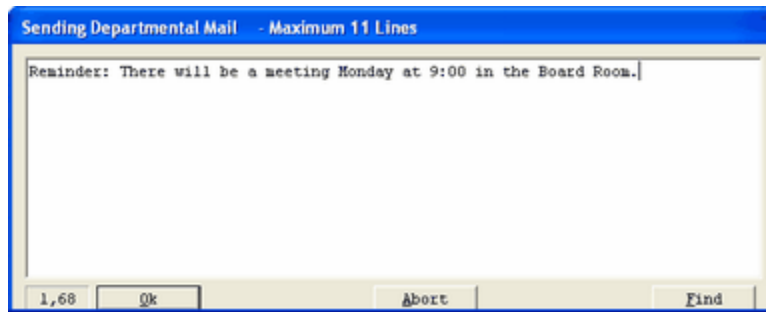
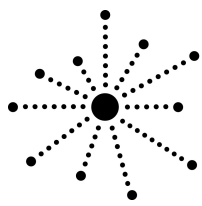


Figure 1.3 Sending Departmental Mail

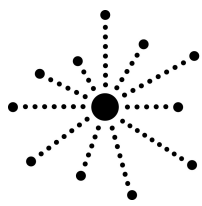


Enter the message to be sent to the departments selected. Select **OK** to send mail. Select **Abort** to cancel without sending mail. The **Find** option may be used to search the message for a word or phrase.

Send to Employees in Department(s): Accessing this option will send mail to employees logged in to the selected department(s). The Note Pad box will be displayed, and the message will be entered following the same process as the Send to Department(s) option.

Employee

By selecting this option, mail may be sent to one specific employee rather than an entire department. A list of employees will be displayed. From this list, an employee may be selected individually by clicking on the employee. If several employees need to be selected, click on the desired employees while holding down the **Ctrl Key** or **Shift Key** for a range of employees.



Select E-Mail module > Employee

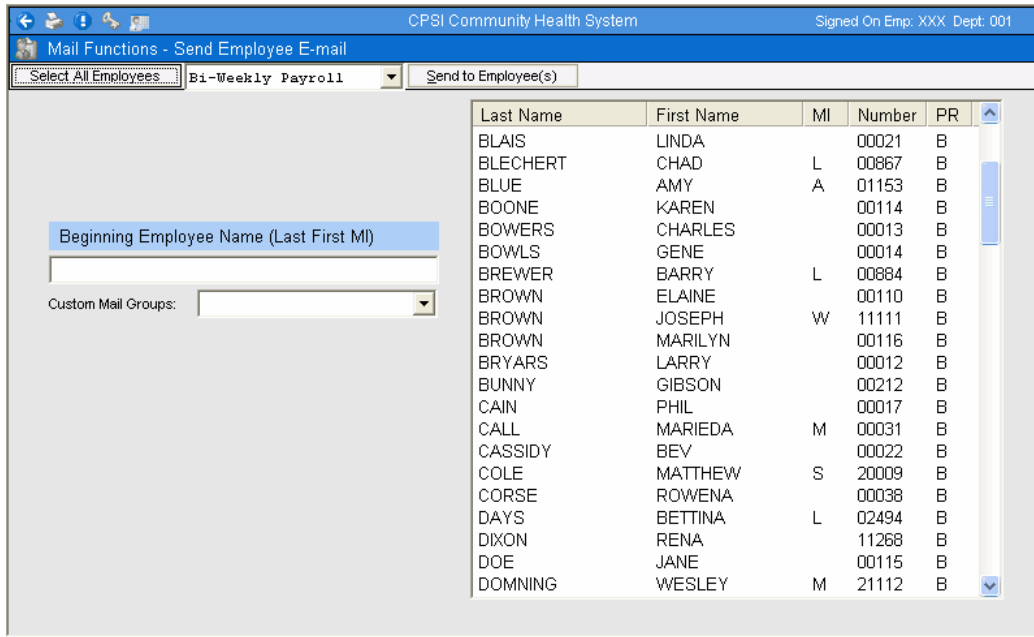


Figure 1.4 Mail Functions - Send Employee E-mail

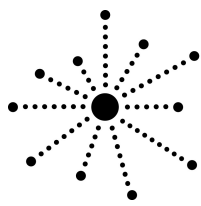
Beginning Employee Name (Last First MI): Enter the start of an employee name to delimit the list of name.

Custom Mail Groups: Select a specific group name of employees to send mail.

Select All Employees: This option will select all employees in lookup.

All Payroll Types: This option provides a drop-down box to select the type of payroll. The options are Bi-Weekly, Monthly, Semi-Monthly, or Weekly.

Send to Employee(s): After selecting the employees(s), mail will be sent to select this option. The following screen will be displayed.



Select E-Mail module > Employee > Send to Employee(s)

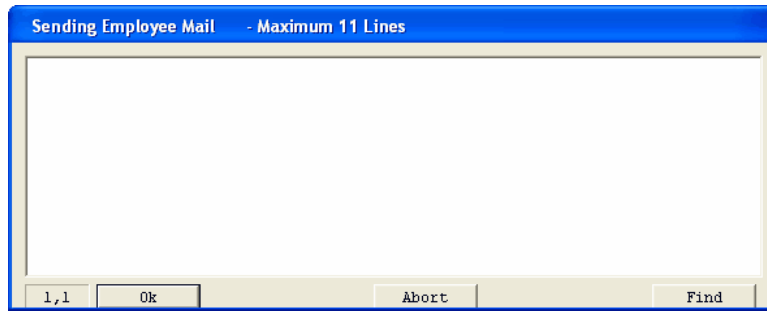


Figure 1.5 Sending Employee Mail

Enter the message to be sent to the employee(s) selected. Select **OK** to send mail. Select **Abort** to cancel without sending mail. The **Find** option may be used to search the message for a word or phrase.

Physician's Clinic

Mail may be sent to a Physician Clinic that is online with the CPSI system by selecting this option. The appropriate clinic should be selected from the index and the message may be entered by following the same steps as sending mail to departments and employees.

Redirect Mail for Department

This option allows mail for one department to be sent to another department. Select **Redirect Mail for Department** to display a list of departments. Select the department that will need mail to be redirected to another department. Select **Redirect Mail for Department**. This will display the following warning:

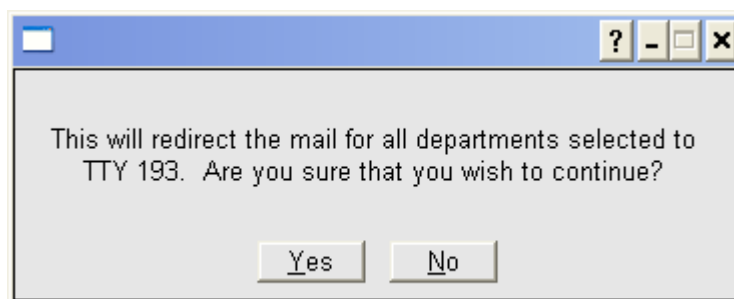
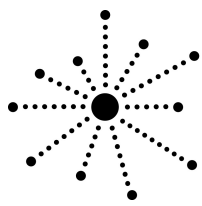


Figure 1.6 Redirect Mail Dialogue

Selecting **Yes** will redirect the mail for the department selected to the department signed on. In this example, the mail will be redirected to the Administration department, specifically TTY 193.



Print Reports

Messages may be printed by selecting **Mail**. Select a print option. The system will prompt for a department or employee number, the respective password and a start and end date. Mail messages that fall within the date range for the selected department or employee will print. By entering through both start and through dates, all mail messages will be printed for the department or employee.

The printed report will show the following information for each message: who sent the mail, who acknowledged the mail, the message sent, the TTY number, date and time when the message was sent and the date and time when acknowledged.

CPSI

CPSI Support Via Internet

This option allows a facility to enter and edit a CPSI situation through the Internet. This option is only available for a PC that has Internet access.

Custom Mail Groups

The Custom Mail Group option will allow a group of employees to be grouped into a customized mail group. This will make it easier to send mail to a group of employees at one time.

Select **E-mail module** > **Custom Mail Groups**

CPSI Community Health System Signed On Emp: XXX Dept: 001

Mail Functions - Custom Mail Groups

Mail Groups: <NEW>

Group Name:

Employees: (Select Employee to Remove)

Number	Last Name	First Name
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Employee Lookup

Payroll Type: Bi-Weekly Payroll

List Order: Name

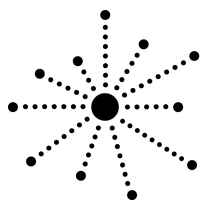
Starting Value:

Must Contain Value:

Select Employees to Add

Last Name	First Name	MI	Number
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Figure 1.7 Mail Functions - Custom Mail Groups





Select **New** to add a Custom Group name, or select the drop-down arrow to manipulate a Custom Group that is already set up. Once employees are added to the Custom Group, they will be listed under the Employees box. To remove an employee from the Employees box simply select the employee name.

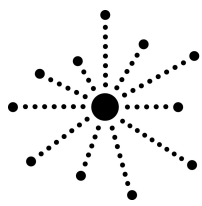
The Employee Lookup section will allow an employee to be added to the Employees box for the Custom group. Select the **Payroll Type** of the employee by using the drop-down arrow. Use the drop-down arrow to select a List Order. The List Order will display by employee name, employee number or the department that is assigned to the employee in the Payroll module.

After the list order is selected. Enter the starting value of the desired list order. Selecting **Must Contain Value** will only display the information that was entered in the starting value field. Leaving this field blank will pull the starting value and everything that follows that order. Selecting **Go** will display the employees based on how the previous fields were selected. **More** will scroll down the list.

Select the name of the employee to add to the Employees box. Doing this will create the customized group.



Select  to save the Custom Group. Select  to delete the Custom Group. Once the Custom Groups have been created and saved, mail may be sent to the Custom Groups by selecting **Send Employee Mail** from the Mail Functions Selection screen.



Electronic Mail via Other Applications

E-Mail may be accessed through nearly all other CPSI applications. When selected, the system branches to the E-Mail module. After finishing the E-Mail application, the system will return to the application from which E-Mail was entered.

Select **General Ledger > Applications > E-mail**

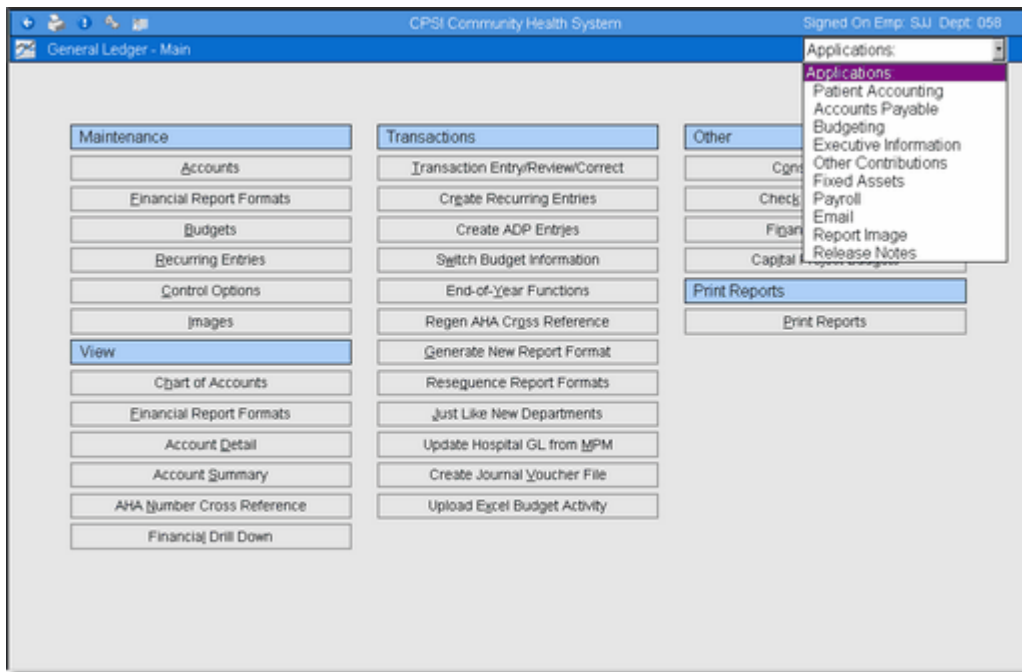
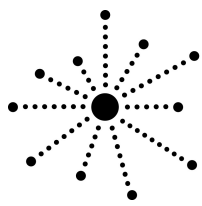


Figure 1.8 General Ledger - Main



Select Budgeting module > Applications > E-mail

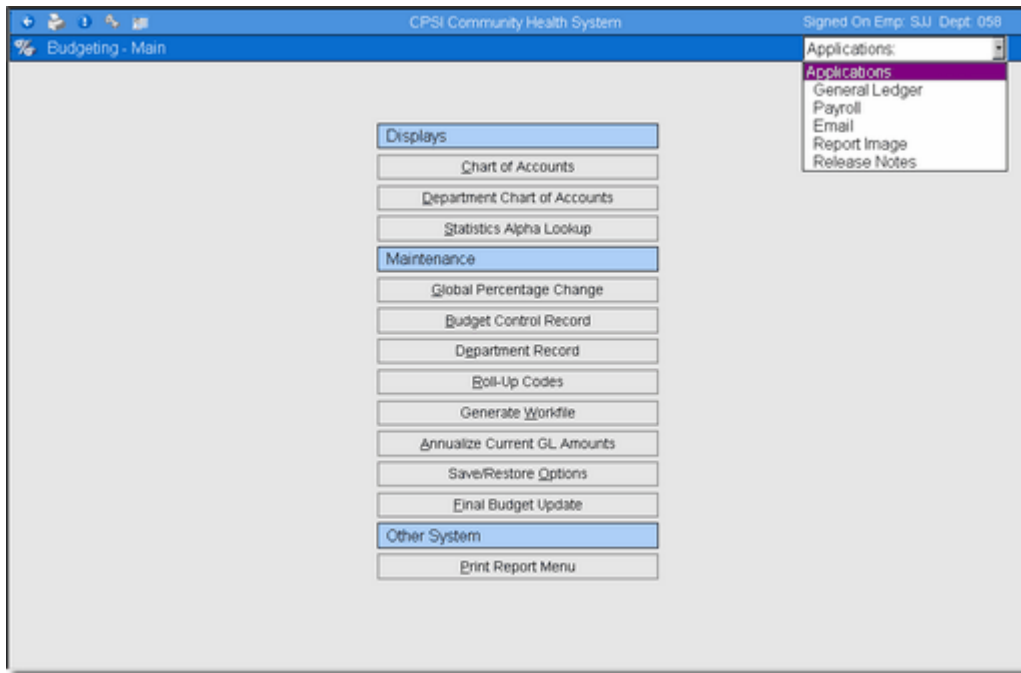


Figure 1.9 Budgeting - Main

Select Accounts Payable module > Applications > E-mail

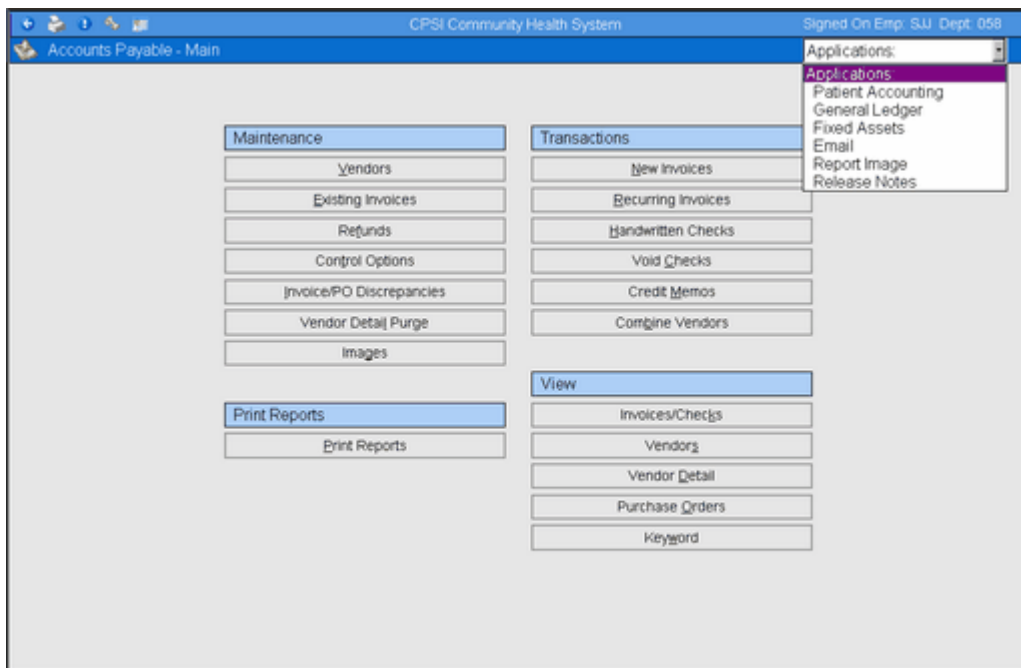
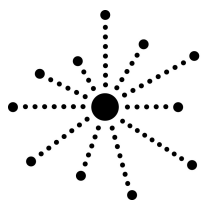


Figure 1.10 Accounts Payable - Main



Select Fixed Assets module > Applications > E-mail

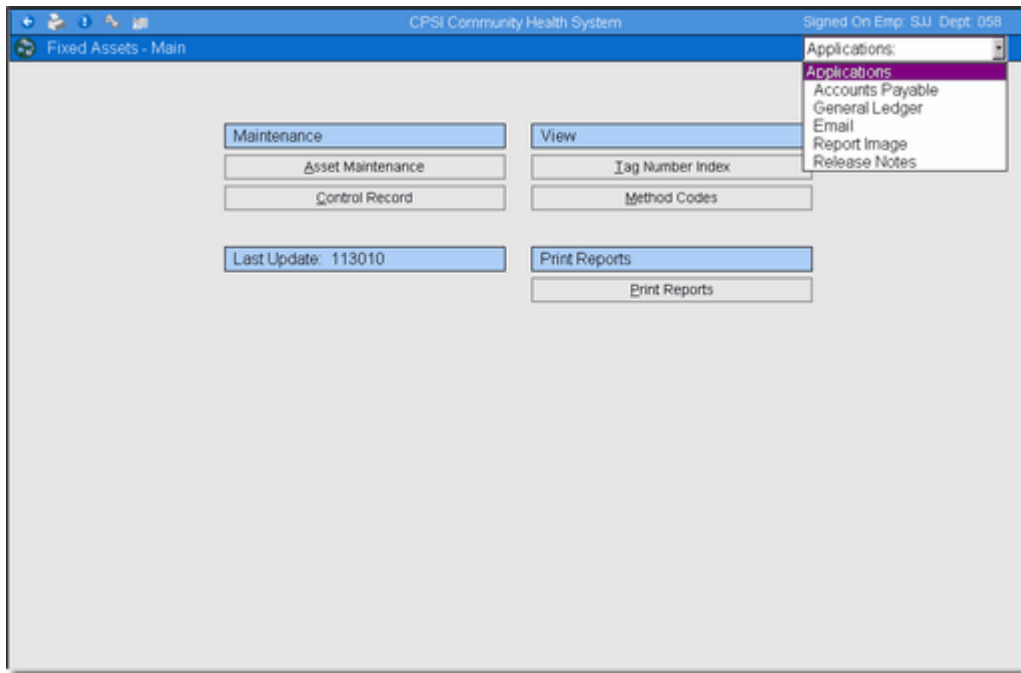


Figure 1.11 Fixed Assets - Main

Select Other Contributions module > Applications > E-mail

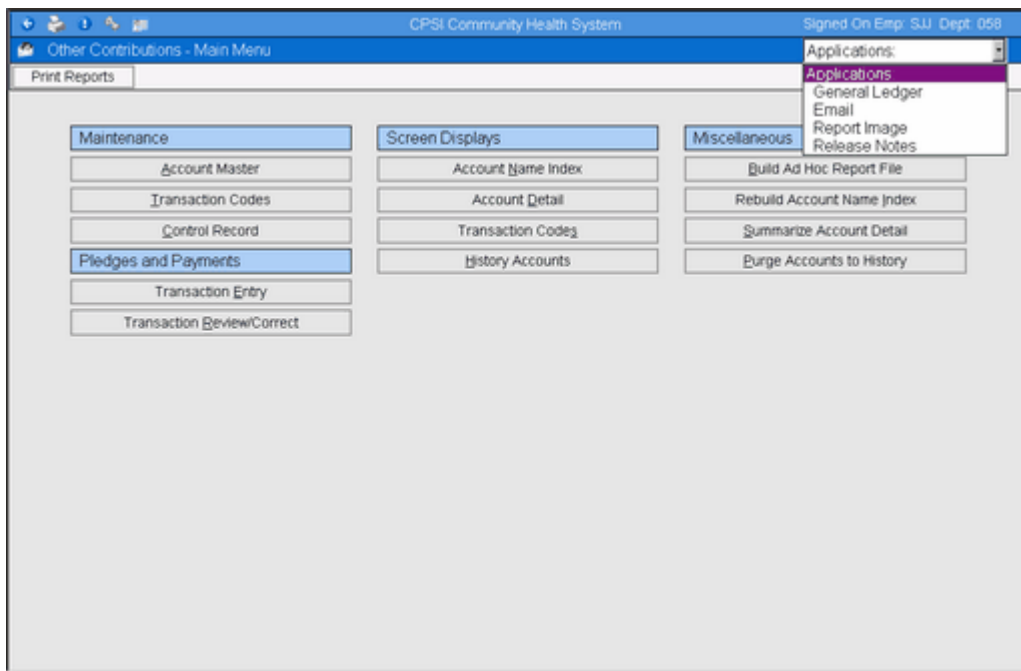
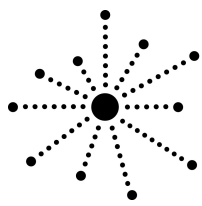


Figure 1.12 Other Contributions - Main Menu



Select Word Processing module > Email

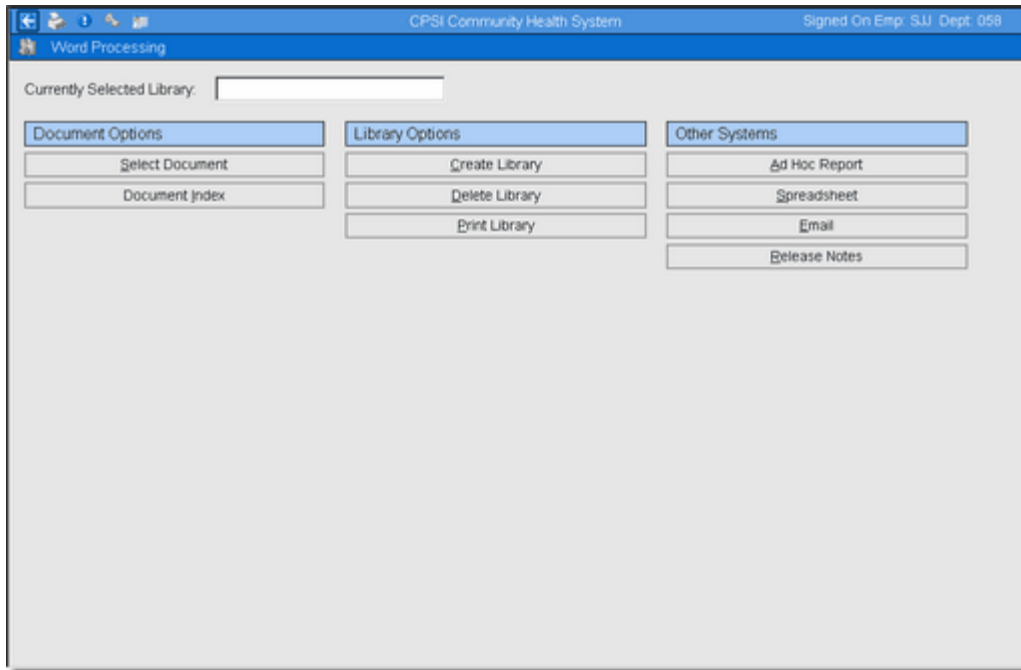


Figure 1.13 Word Processing

Select Payroll module > Applications > E-mail

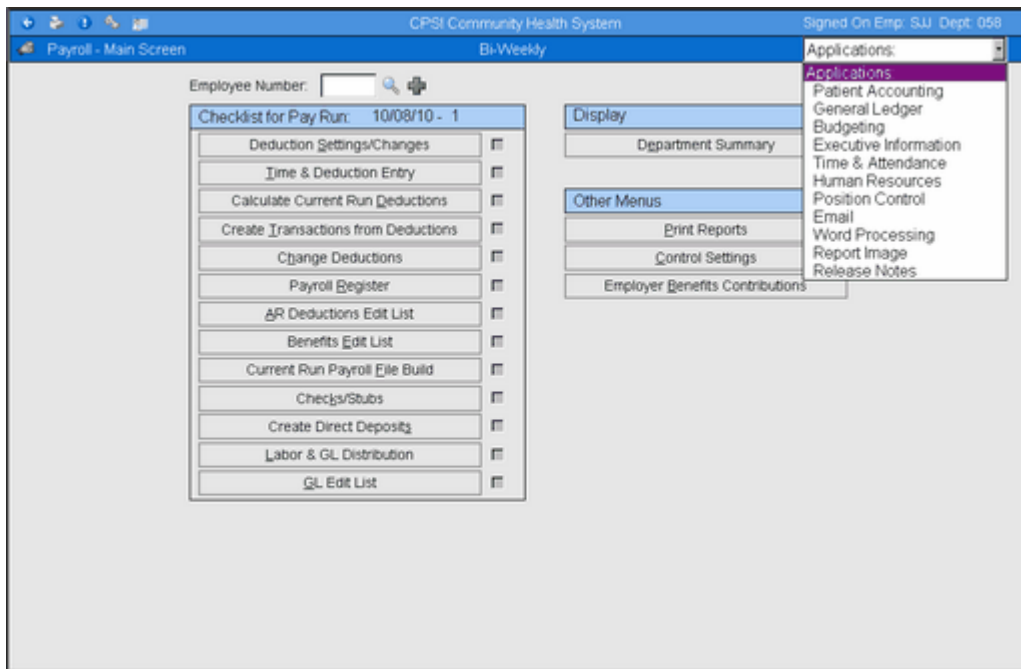
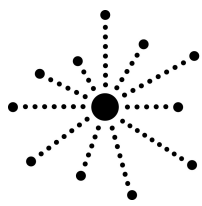


Figure 1.14 Payroll Main Menu



Select Time and Attendance module > Applications > E-mail

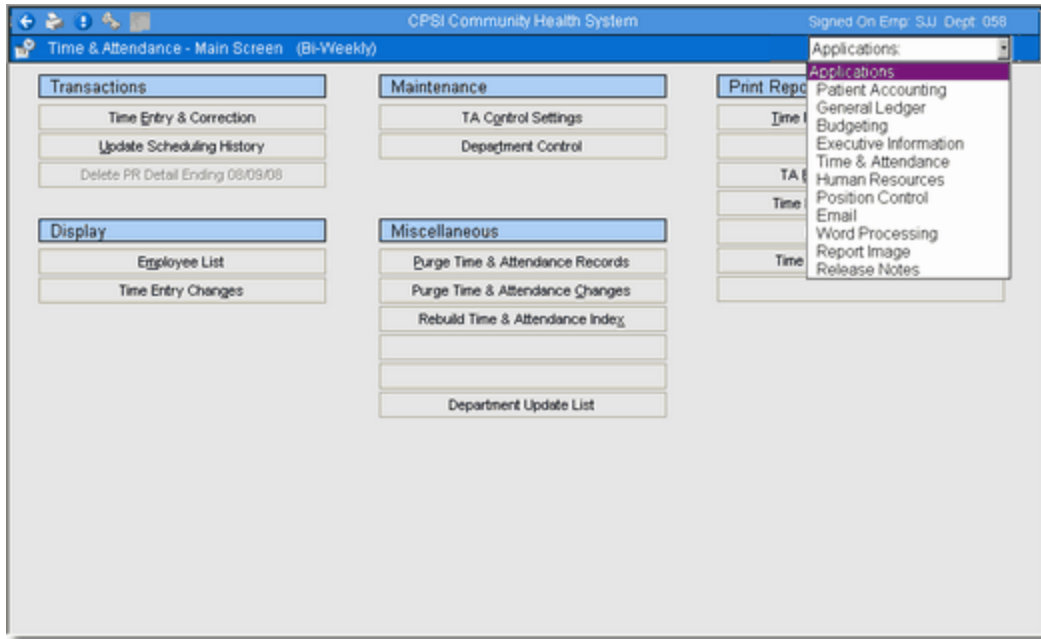


Figure 1.15 Time & Attendance - Main Screen

Select Patient Accounting module > Other Applications and Functions > Word Processing > Email

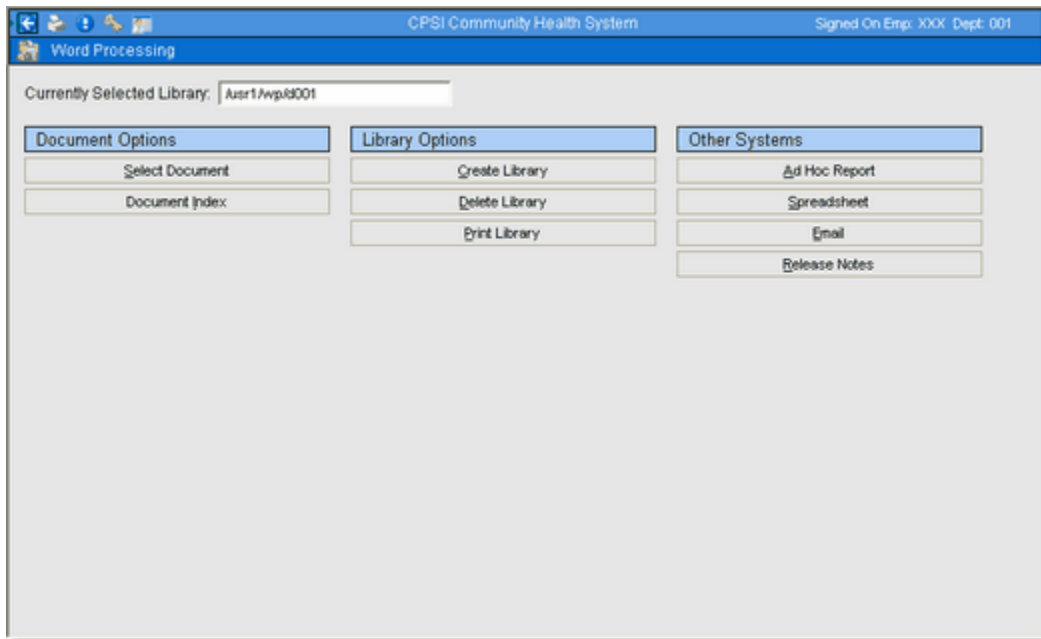
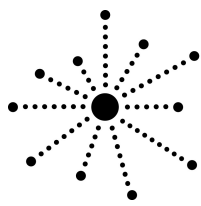


Figure 1.16 Word Processing



Mail from the Hospital Base Menu

Mail may be accessed in the Communications application from the Hospital Base menu. The Screens are labeled differently in the Communications application. This section will give a further explanation of the Mail application.

Select **Patient Accounting module > Communications > Mail**

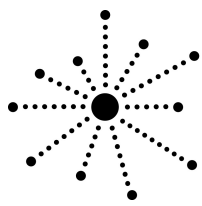


Figure 1.17 Communications Menu

Send Mail Options

Send Department Mail

Selecting this option will display a list of departments. Select the department(s) or employees in department(s) to which mail will be sent.



Select Communications > Mail > Send Department Mail

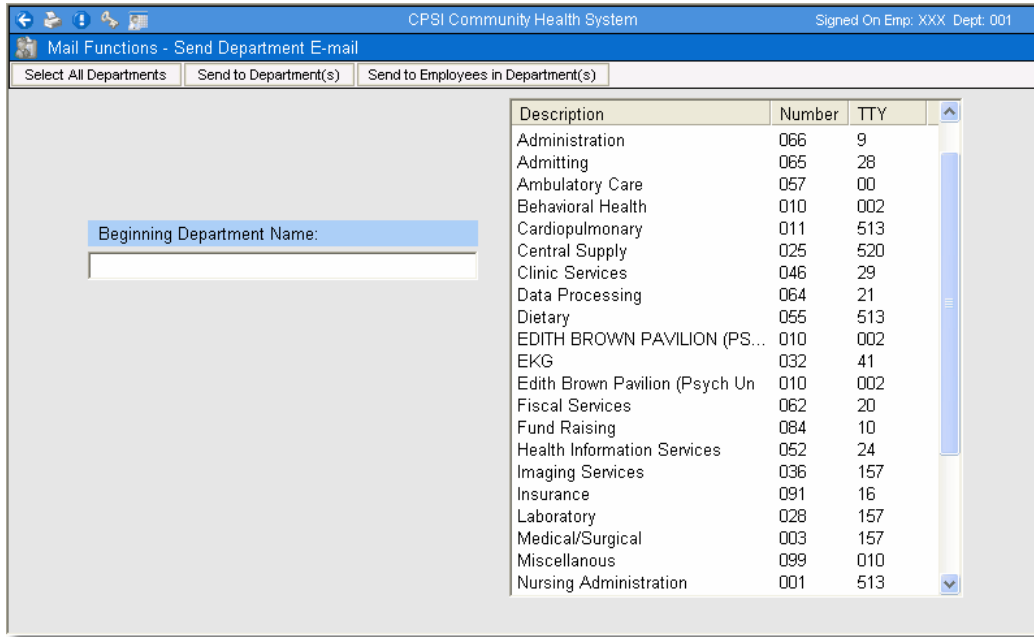


Figure 1.18 Mail Functions - Send Department E-mail

A department may be selected individually by clicking on the department. If several departments need to be selected, click on the desired departments while holding down the **Ctrl Key** or **Shift Key** for a range of departments.

Beginning Department Name: Enter the start of a department description to delimit the list of departments.

Select All Departments: This option will select all departments in lookup.

Send to Department(s): After selecting the department(s), mail will be sent to the specific terminal loaded in the department table. The following screen will be displayed:

Select Communications > Mail > Send to Department(s) or Send to Employees in Department(s)

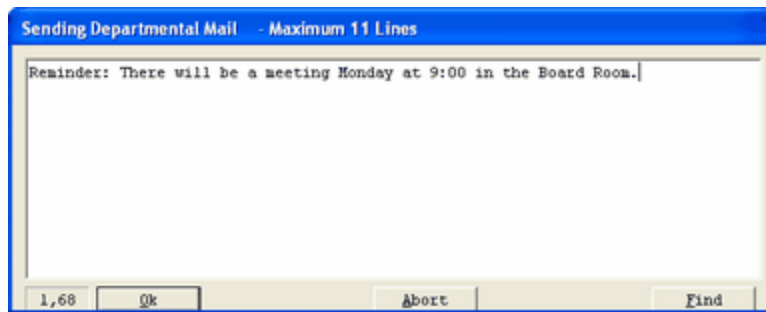
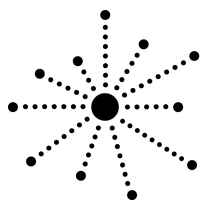


Figure 1.19 Sending Departmental Mail



Enter the message to be sent to the departments selected. Select **OK** to send mail. Select **Abort** to cancel without sending mail. The **Find** option may be used to search the message for a word or phrase.

Send to Employees in Department(s): Accessing this option will send mail to employees logged in to the selected department(s). The Note Pad box will be displayed, and the message will be entered with the same process as for the Send to Department(s) option.

Employee

By selecting this option, mail may be sent to one specific employee rather than an entire department. A list of employees will be displayed. From this list, an employee may be selected individually by clicking on the employee. If several employees need to be selected, click on the desired employees while holding down the **Ctrl Key** or **Shift Key** for a range of employees.

Select **Communications > Mail > Send Employee Mail**

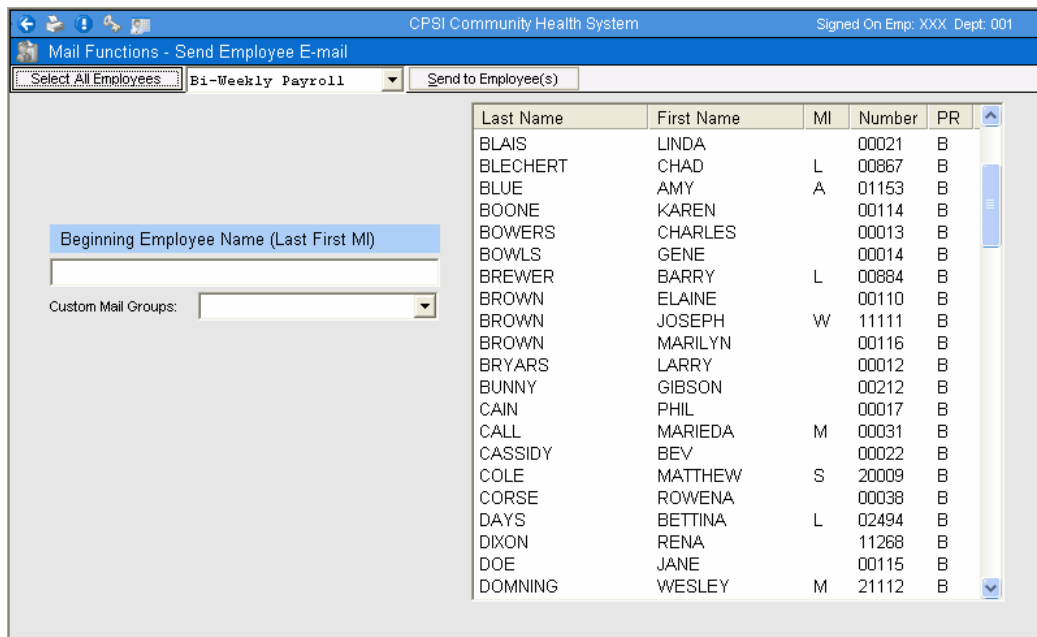


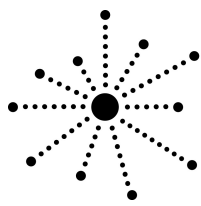
Figure 1.20 Mail Functions - Send Employee E-mail

Beginning Employee Name (Last First MI): Enter the start of an employee name to delimit the list of name.

Custom Mail Groups: Select a specific group name of employees to send mail.

Select All Employees: This option will select all employees in lookup.

All Payroll Types: This option provides a drop-down box to select the type of payroll. The options are Bi-Weekly, Monthly, Semi-Monthly, or Weekly.



Send to Employee(s): After selecting the employee(s), mail will be sent to select this option. The following screen will be displayed.

Select **E-Mail module > Employee > Send to Employee(s)**

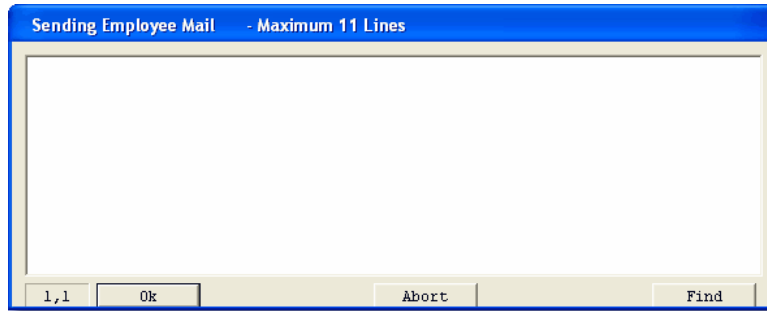


Figure 1.21 Sending Employee Mail

Enter the message to be sent to the employee(s) selected. Select **OK** to send mail. Select **Abort** to cancel without sending mail. The **Find** option may be used to search the message for a word or phrase.

Send Mail to Physician's Clinic

Mail may be sent to a Physician Clinic that is online with the CPSI system by selecting this option. The appropriate clinic should be selected from the index and the message entered following the same steps as sending mail to departments and employees.

Redirect Mail for Department

This option allows mail for one department to be sent to another department. Select **Redirect Mail for Department** to display a list of departments. Click the department that will need mail to be redirected to another department. Select **Redirect Mail for Department**. This will display the following warning:

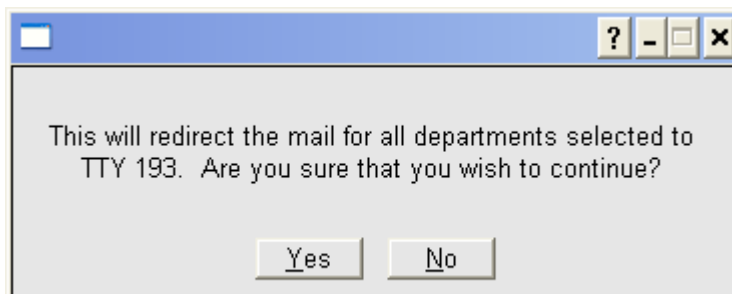
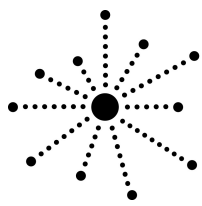


Figure 1.22 Redirect Mail Dialogue

Selecting **Yes** will redirect the mail for the department selected to the department signed on. In this example, the mail will be redirected to the Administration department, specifically TTY 193.



View Mail Options

Unacknowledged mail may be viewed through the View New Mail options. Both departmental and employee specific mail may be acknowledged. Unacknowledged mail will purge from the system after 30 days.

View New Mail

All unacknowledged departmental and individual employee mail may be viewed by selecting **View New Mail**. Employee sign on is required when viewing mail by employee. Each message is displayed. Select the message so the full message may be viewed rather than the truncated version shown on the mail index. In addition, by selecting **All**, each message may be viewed sequentially.

Please note that only mail for the department shown in the upper right hand corner of the Mail Functions screen may be viewed. For example, a terminal logged into the Materials Management Department will only be allowed to view Materials Management messages. It should be noted that once new mail is viewed via this option, the messages will be moved to the **ALL** or the **Old** section and can no longer be viewed in **View New Mail**.

View Old Mail

Selecting **View Old Mail** will show all mail that has been acknowledged in New Mail. This will allow a start date to be selected. Selecting the **All** or **New** option will allow the selected screens to display.

View Sent Mail

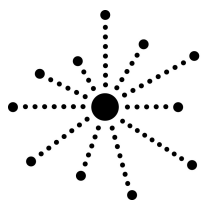
Selecting **View Sent Mail** will display mail sent by an employee or department. Selecting **More** will scroll through the list in date order. Mail may be viewed or deleted by highlighting the mail message then selecting the desired option.

View Failed Fax Notices

Selecting **View Failed Fax Notices** will display a list of failed faxes from the Fax Server. Selecting **More** will scroll through the list in date order. Faxes may be re-sent, viewed, or printed by highlighting the desired fax. Selecting **Old Failed Faxes** will allow all acknowledged faxes to display.

View Old Failed Fax Notices

Selecting **View Old Failed Fax Notices** will allow all acknowledged faxes to display after entering in a start date. Selecting **New Failed Faxes** will display a list of failed faxes from the Fax Server. Selecting **More** will scroll through the list in date order. Faxes may be resent, viewed or printed by highlighting the desired fax.



Print Mail Options

Print Mail Messages

To print messages, select the following:

- Select **Print Mail Messages**. (This option requires appropriate security.)
- From the Report Control Options menu, select a printer.
- The system will prompt: ENTER STARTING DATE: and THRU ENDING DATE: (The system defaults to today's date)
 - Enter the 6-digit starting date or use the drop-down calendar.
- Select **Continue**.
- This option requires appropriate security. The Message File Listing will include all mail messages (system wide) within the selected date range. The following information will be included:
 - The name, initials and employee number of the person sending the message.
 - The name, initials and employee number of the person acknowledging the message.
 - The tty number of the device that sent the message.
 - The date and time the message was sent.
 - The date and time the message was acknowledged.
 - The message that was sent.

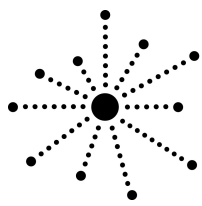
CPSI

CPSI Support Via Internet

This option allows a facility to enter and edit a CPSI situation through the Internet. This option is only available for a PC that has Internet access.

Custom Mail Groups

The Custom Mail Groups option allows a group of employees to be grouped into a customized mail group. This will make it easier to send mail to a group of employees at one time.



Select Patient Accounting module > Communications > Mail > Custom Mail Groups

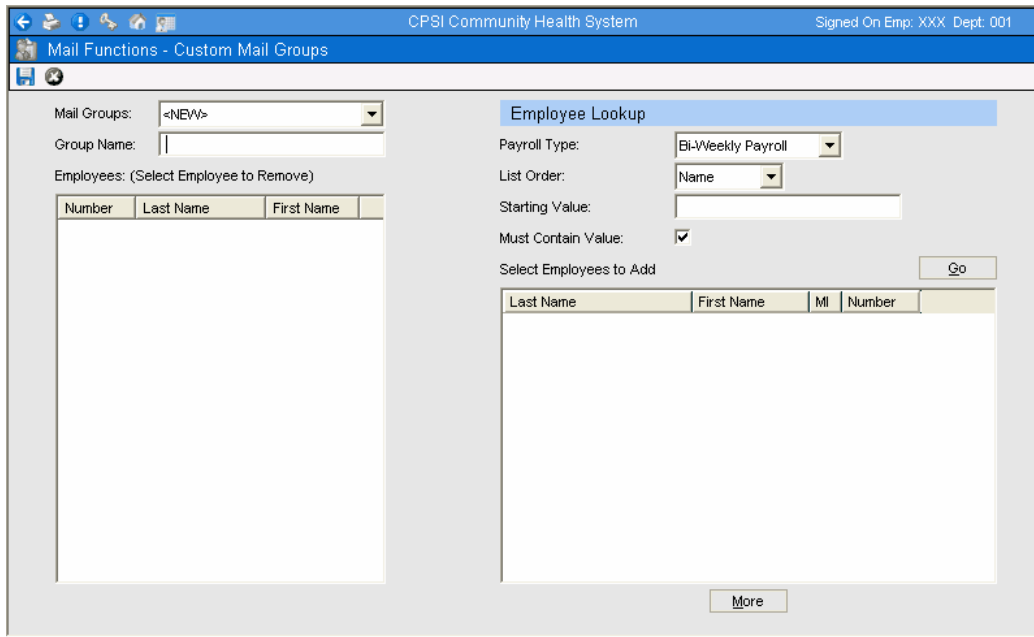


Figure 1.23 Mail Functions - Custom Mail Groups



Select **New** to add a Custom Group name, or select the drop-down arrow to manipulate a Custom Group that is already set up. Once employees are added to the Custom Group, they will be listed under the Employees box. To remove an employee from the Employees box simply select the employee name.

The Employee Lookup section will allow an employee to be added to the Employees box for the Custom group. Select the **Payroll Type** of the employee by using the drop-down arrow. Use the drop-down arrow to select a List Order. The List Order will display by employee name, employee number or the department that is assigned to the employee in the Payroll module.

After the list order is selected, enter the starting value of the desired list order. Selecting **Must Contain Value** will only display the information that was entered in the starting value field. Leaving this field blank will pull the starting value and everything that follows that order. Selecting **Go** will display the employees based on how the previous fields were selected. **More** will scroll down the list.

Select the name of the employee to add to the Employees box. Doing this will create the customized group.



Select  to save the Custom Group. Select  to delete the Custom Group. Once the Custom Groups have been created and saved, mail may be sent to the Custom Groups by selecting **Send Employee Mail** from the Mail Functions Selection screen.