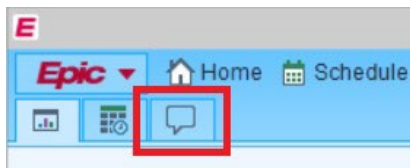


EPIC Secure Chat Guide

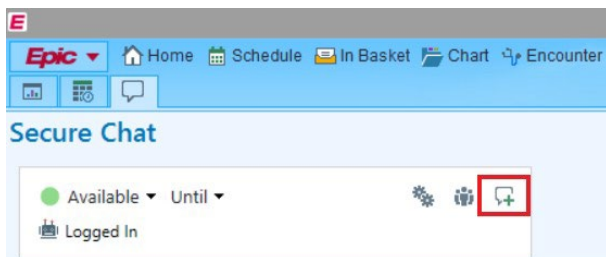
How to contact WCM Radiology Reading Room Coordinators

To contact the Reading Room Coordinators during working hours (Mon-Fri 8AM-10 PM & Sat-Sun 9AM-5PM), please begin using the Epic Secure Chat feature as seen below.

1. Open Epic Secure Chat



2. Click the icon shown below to create a new conversation



3. Attach patient (optional) by typing their name and selecting the correct chart


Patient:

4. Navigate to the Groups tab and next to "To:" enter **WC Radiology Reading Room Coordinator (Contact)**

To:

People Groups

Frequently Contacted

 **WC RADIOLOGY READING ROOM COORDINATOR (CONTACT)**
General

5. Enter your message and click send. Please ensure that you receive a response from covering individuals.