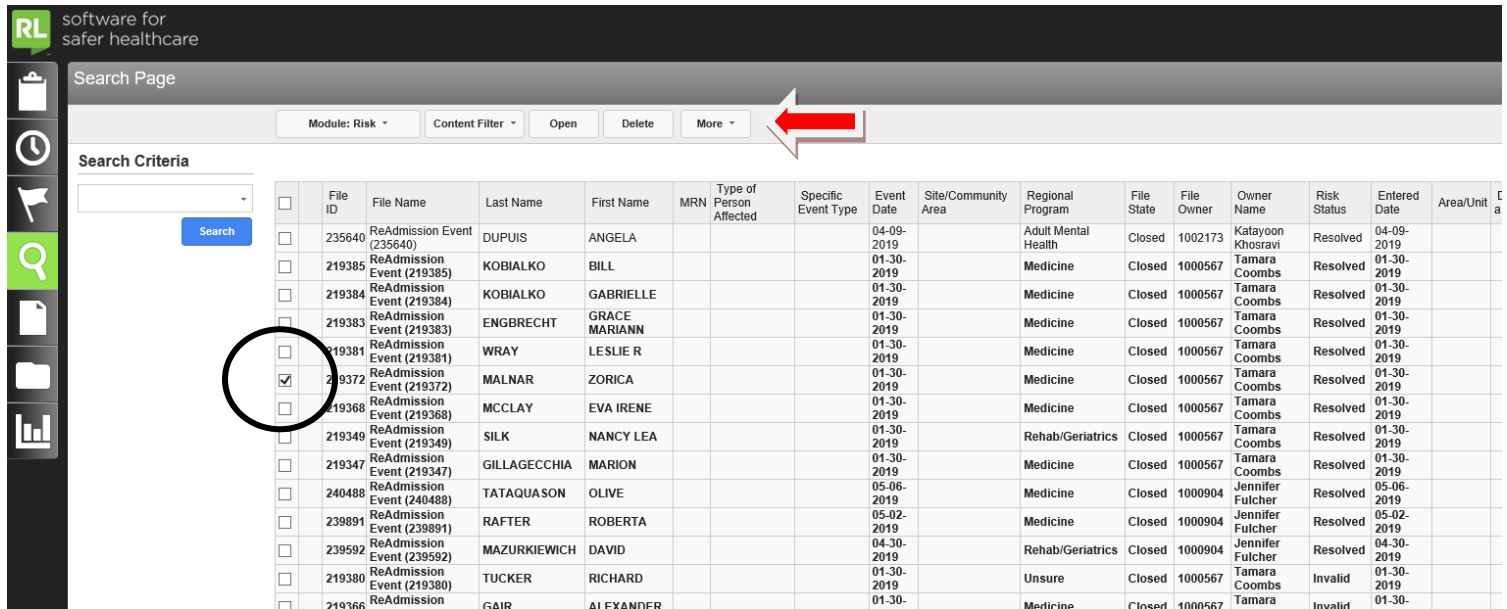


## Emailing Closed Readmission Summary

Once the form is completed and closed as resolved, go to Search (Magnifying Glass) and for the File ID

Select the case you want to email a summary form of and click the More tab at the top of the screen



software for safer healthcare

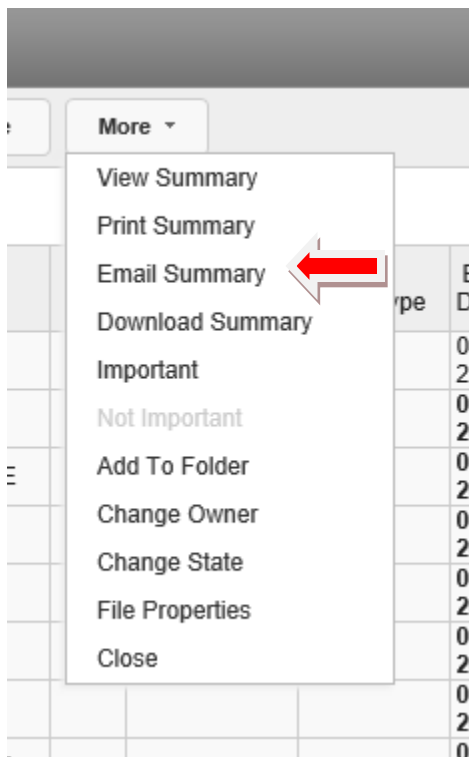
Search Page

Module: Risk Content Filter Open Delete More

Search Criteria

File ID	File Name	Last Name	First Name	MRN	Type of Person Affected	Specific Event Type	Event Date	Site/Community Area	Regional Program	File State	File Owner	Owner Name	Risk Status	Entered Date	Area/Unit
235640	ReAdmission Event (235640)	DUPUIS	ANGELA				04-09-2019		Adult Mental Health	Closed	1002173	Katayoon Khosravi	Resolved	04-09-2019	
219385	ReAdmission Event (219385)	KOBIALKO	BILL				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
219384	ReAdmission Event (219384)	KOBIALKO	GABRIELLE				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
219383	ReAdmission Event (219383)	ENGBRECHT	GRACE MARIANN				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
219381	ReAdmission Event (219381)	WRAY	LESLIE R				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
219372	ReAdmission Event (219372)	MALNAR	ZORICA				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
219368	ReAdmission Event (219368)	MCCLAY	EVA IRENE				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
219349	ReAdmission Event (219349)	SILK	NANCY LEA				01-30-2019		Rehab/Geriatrics	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
219347	ReAdmission Event (219347)	GILLAGECCHIA	MARION				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Resolved	01-30-2019	
240488	ReAdmission Event (240488)	TATAQUASON	OLIVE				05-06-2019		Medicine	Closed	1000904	Jennifer Fulcher	Resolved	05-06-2019	
239891	ReAdmission Event (239891)	RAFTER	ROBERTA				05-02-2019		Medicine	Closed	1000904	Jennifer Fulcher	Resolved	05-02-2019	
239592	ReAdmission Event (239592)	MAZURKIEWICH	DAVID				04-30-2019		Rehab/Geriatrics	Closed	1000904	Jennifer Fulcher	Resolved	04-30-2019	
219380	ReAdmission Event (219380)	TUCKER	RICHARD				01-30-2019		Unsure	Closed	1000567	Tamara Coombs	Invalid	01-30-2019	
219366	ReAdmission Event (219366)	GAIR	AL EXANDER				01-30-2019		Medicine	Closed	1000567	Tamara Coombs	Invalid	01-30-2019	

This drop down menu will appear and you will select Email Summary:




More

- View Summary
- Print Summary
- Email Summary
- Download Summary
- Important
- Not Important
- Add To Folder
- Change Owner
- Change State
- File Properties
- Close

You will need to click the small circle next to Server for a To line to appear:


**Email**

Send Via  Client  Server

To 

Subject:  
File Summary for File ID #219372

Message:

Summary:  
Original Summary 

Edit Summary  Hide Instructional Text  
 Hide Private Fields  Hide Empty Fields

Type in the recipients full email address and provide a quick message for context:

**Email** ?

Send Via  Client  Server

To:  ←

Subject:

Message:  ←

Summary:  ▾

Edit Summary  Hide Instructional Text  
 Hide Private Fields  Hide Empty Fields

Show Sections [Select None](#) [Select All](#)

- Form Header
- Typical Actions in the Management Form
- When and Where Initial Admission Occurred
  - Untitled subsection
- Readmission
  - General information about the readmission event
- Person Affected Details
  - \* \* \* If the answer for a mandatory field is not known, please enter "Unknown" in that da
- Narrative Detail

Close **OK**

Click Okay at the bottom of the pop up box and the summary will be emailed.

