ERP Networking Community Instruction Guide

- Updating your profile and notification preferences
- Posting a new discussion under a topic and/or commenting on an existing discussion topic (EHR, Site Setting, Telehealth, Billing)
- Checking messages and messaging other forum members
- Forum Rules & Guidelines

Updating your profile and notification preferences

1. Click on your profile icon and choose preferences

2. Choose notification preferences for each of these actions within the forum. Uncheck for no notification method, click save preferences.
1. Choose the discussion topic

**ERP Networking Community**

Electronic Health Record Discussion

This discussion section is dedicated to Electronic Health Records. Please utilize this section to post EHR questions/comments for your fellow Recognized DSMES Service staff members.

1 discussion 6 comments Most recent: This is a test discussion by Brad Test Member on March 2

2. Choose a sub-discussion topic

**Electronic Health Record Discussion**

EPIC

1 discussion 6 comments Most recent: This is a test discussion by Brad Test Member on March 2

3. Choose **New Discussion** on the right menu to post a new message under this topic

3-2. **Click on an existing discussion** under this topic to view/comment on a discussion created by another forum member.
Checking messages and messaging other forum members

1. **Click on the mailbox icon** to check your inbox

2. **Click on the new message icon** to message another forum member

3. **Type the forum members name in the recipient’s section.** If the person is an existing forum member this section should auto-populate once you begin entering their name.

   **New Message**

   You are limited to 50 recipients.

   Recipients

   Steven Burdette

   Start to type...
Forum Rules & Guidelines

- Do not share or upload any identifiable patient health information within this forum.
- The ERP team will not moderate discussions or answer questions within this forum. If you have questions for ERP, please email ERP@diabetes.org.
- Please keep your question(s) relevant to the discussion topic. If your question does not fall under the discussion topics provided, please post your question as a new discussion under the general discussion topic section.
- If you would like to reach out to another forum member, please utilize the message function within the top menu to send a private message.

Email ERP@diabetes.org if you have any questions.