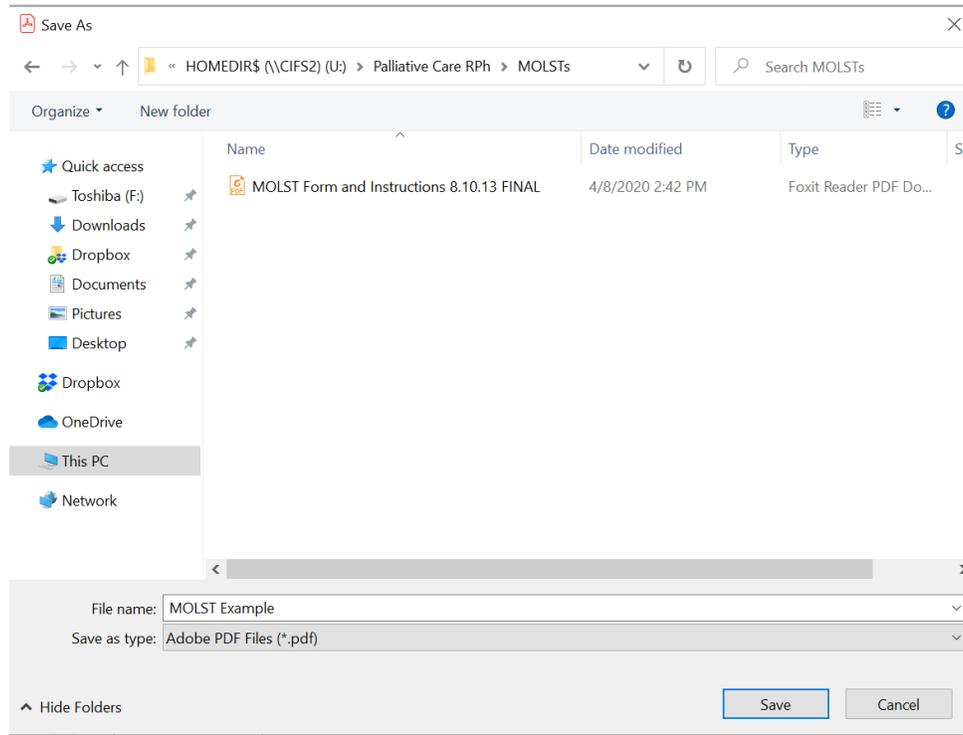
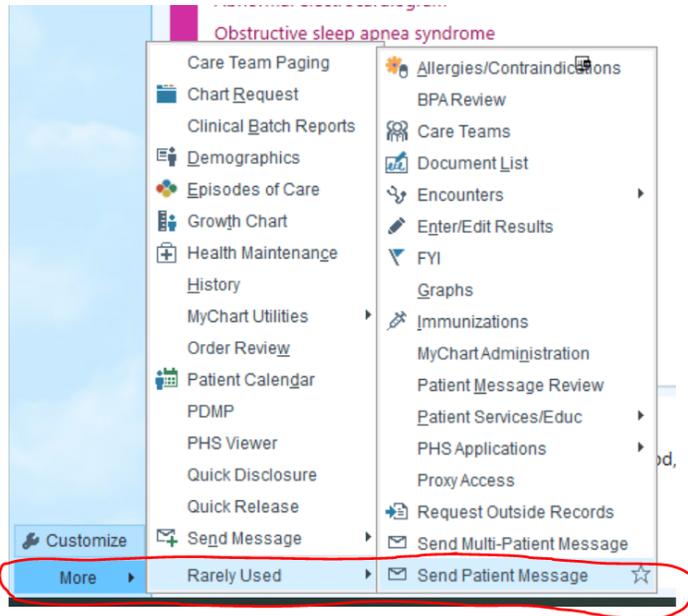


# How to send MOLST via Patient Gateway

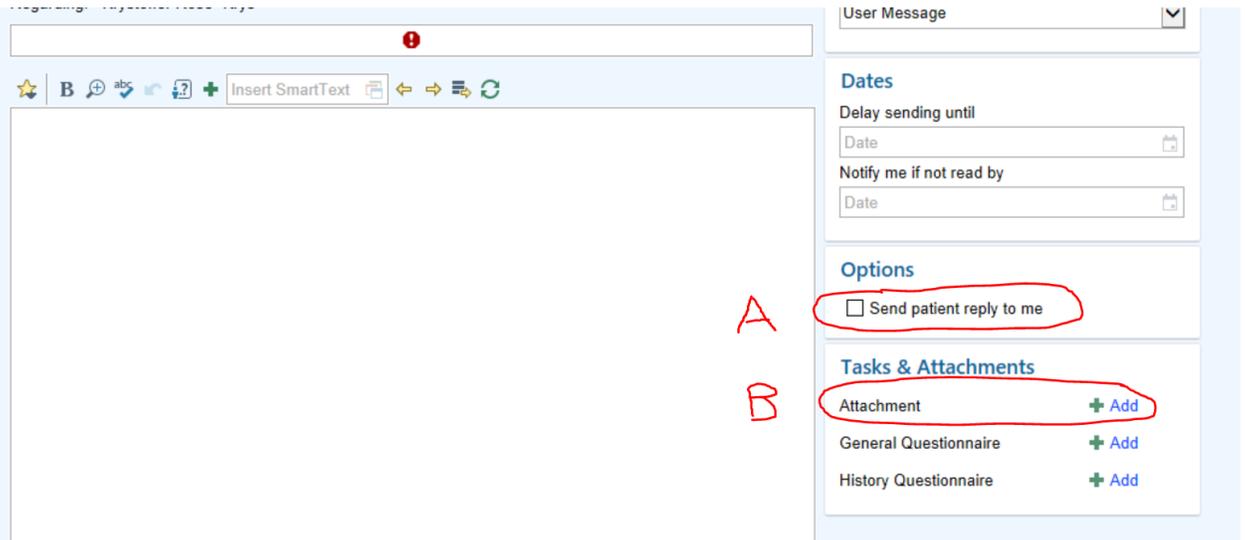
1. Save MOLST in a location you will know how to access via the file explorer (For example, I created a folder in my H:/ drive). I would suggest changing the name to be something that you can identify so you know which document to send to patient:



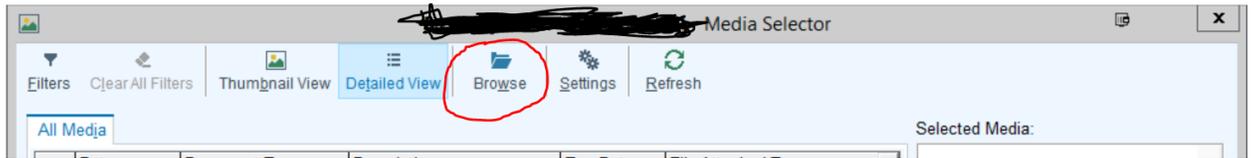
2. Open desired patient's chart and select "Send patient message." This is likely to be under the "More" tab at the bottom of your piano key list, and may be under "Rarely Used":



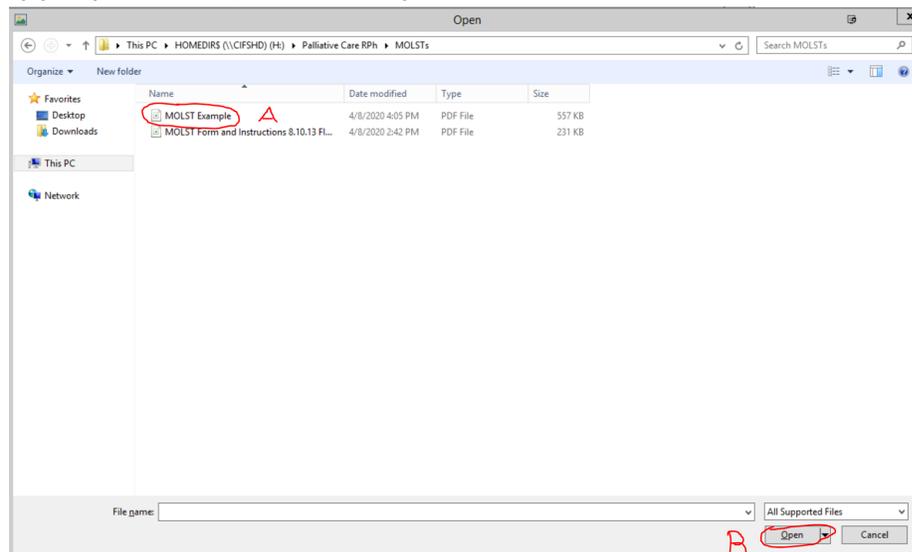
3. When composing message to patient on the right hand side select the "Send patient reply to me" box (this will allow the pt to respond to you) then select the "+Add Attachment" button:



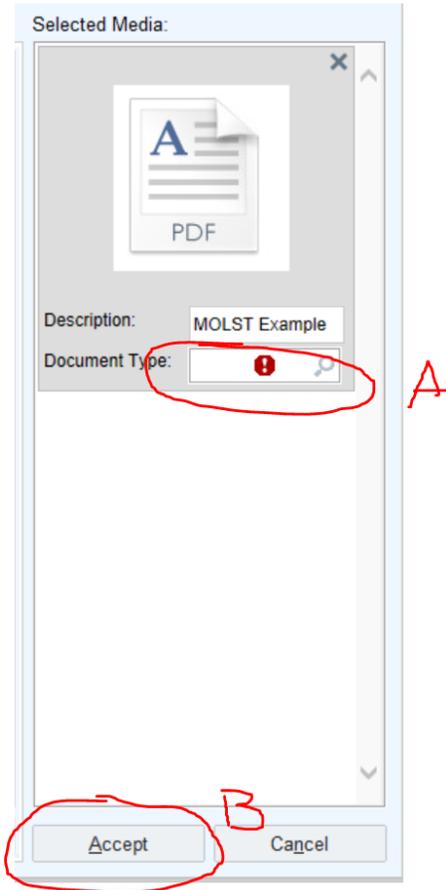
4. Select the "Browse" tab/folder (you may need to grant permission for Epic to look at your computer, I would say permit):



5. Navigate to the location where you saved the MOLST you want to send and select the appropriate file, then hit open:



6. Type "MOLST" in the document type field, **Enter**, then click "Accept":



7. Compose your message with subject and message to patient, then hit "Send":

