## How To Message Your Provider



1) Open "My Messages" on the left of your myhealth Portal and choose "Inbox."

North KansasCity Hospital
希 myhealth Home
North Kansas City Hospital and Meritas Health
🛓 My Profile
My Health Record ∨
My Messages
<ul> <li>M Inbox</li> <li>▲ Sent</li> </ul>
<ul> <li>M Inbox</li> <li>▲ Sent</li> <li>Trash</li> </ul>
<ul> <li>My more ages</li> <li>Inbox</li> <li>Sent</li> <li>Trash</li> <li>My Appointments</li> </ul>
<ul> <li>Inbox</li> <li>Sent</li> <li>Trash</li> <li>My Appointments</li> <li>Pre-Reg</li> </ul>

2) Go to the top of the page and select "Send a message."

KansasCity Hospital	Inbox		
	Send a message	Arrange by 🗸	The inbox contains updates or responses received from care providers.
希 myhealth Home	FW: General Message	Aug 24, 2022	
North Kansas City Hospital and Meritas Health	call dependence and a constant of the	10:59 a.m. CDT	
	🖉 FW: Villanueva, Omar, DO - Family Practice: Patient Portal Message	Dec 21, 2021	
🚔 My Profile	can been use a second core	01:30 p.m. CST	
🗈 My Health Record 🛛 🗸 🗸	The second se		
☑ My Messages ^	FW: FW: General Message	Nov 09, 2021	
🖾 Inbox	and the second second second	04:02 p.m. CST	

3) If you are a patient proxy, you can choose for whom your message is sent. In the "To" field, begin typing the last name of your physician to bring up his or her name. In the "Subject" field, select a subject line from the list provided. If you have a general question, choose "Patient Portal Message."

North KansasCity	< New Message	
Hospital	* Indicates a required field.	Non-Urgent Medical Question
希 myhealth Home	* This message is sent on behalf of	Call 911 if you have an emergency
North Kansas City Hospital and Meritas Health	* To	Messaging is intended for non-urgent messages to your clinic.
礕 My Profile	▼	Messages are not monitored after hours or weekends, if you need immediate assistance, call the office and request to sneek to the on call provider
My Health Record ~	Select a recipient	Response times may vary.
☑ My Messages ^	* Subject	Since this message is a permanent part of your chart,
🖾 Inbox		please do not ask questions about care of family members.
	Medical Advice	
	Forms	
🗖 My Appointments 🛛 🗸	Follow up Visit	
📮 Pre-Reg	Referrals	
4 Wellness Classes	Patient Portal Message	
	Question about my results	
	Follow up Question	