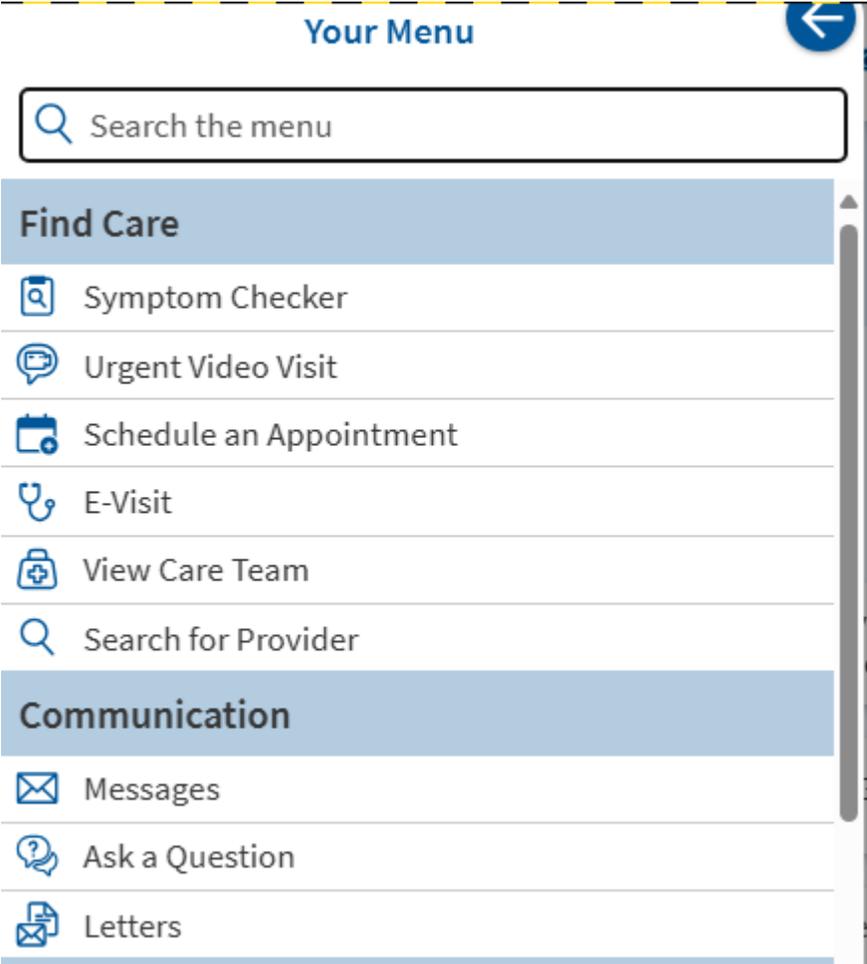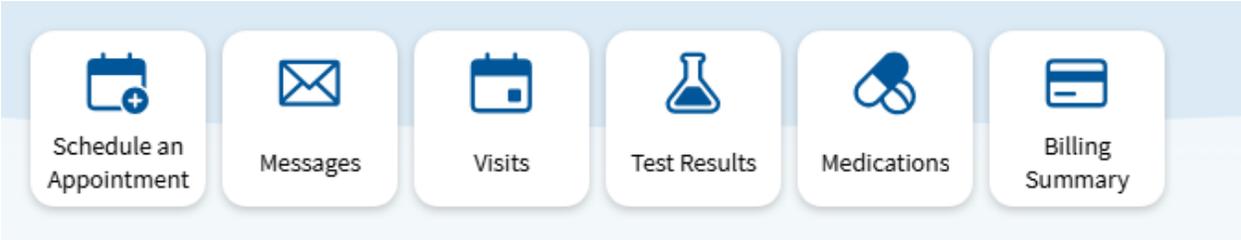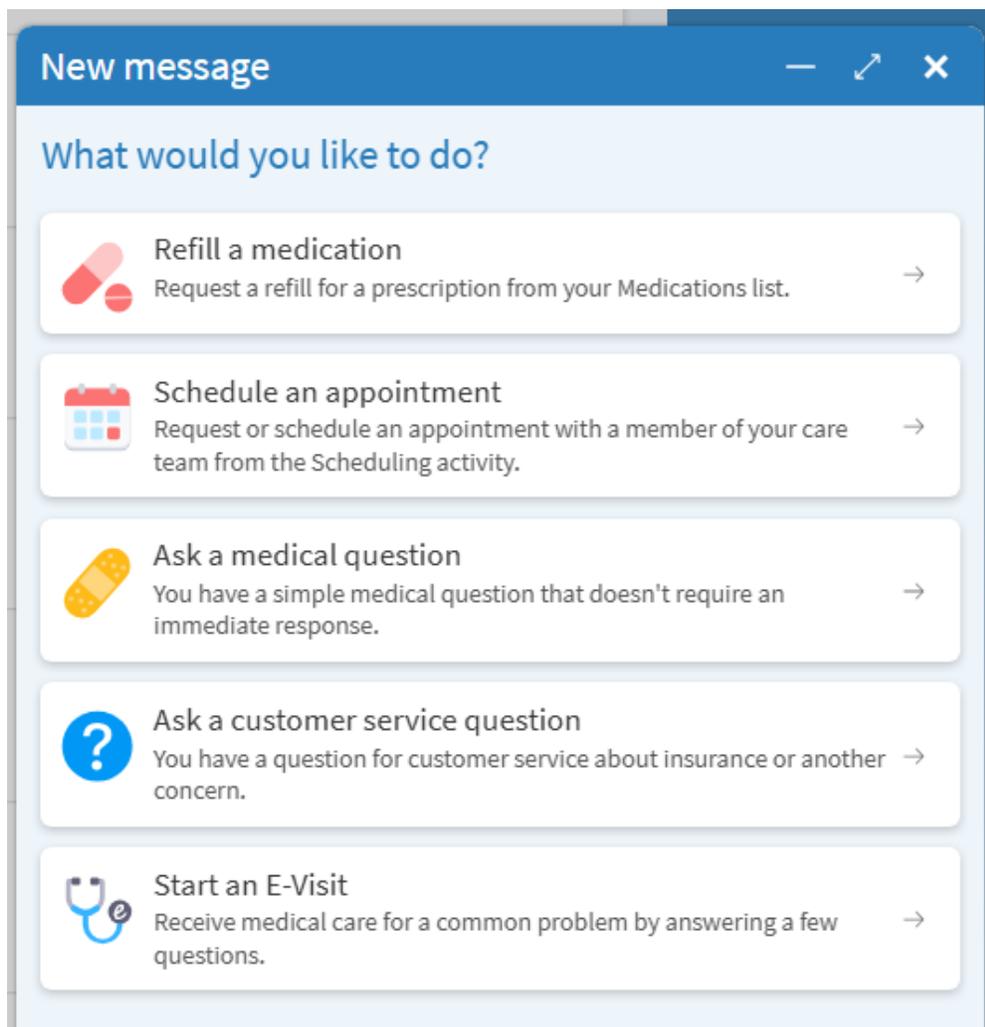To send a message to your provider in MyChart, click on the Messages button from the home page or select Message or Ask a Question from the Main Menu drop down. This will take you to the Message Center.

Schedule an Appointment	Messages	Visits	Test Results	Medications	Billing Summary

Your Menu

Search the menu

Find Care

- Symptom Checker
- Urgent Video Visit
- Schedule an Appointment
- E-Visit
- View Care Team
- Search for Provider

Communication
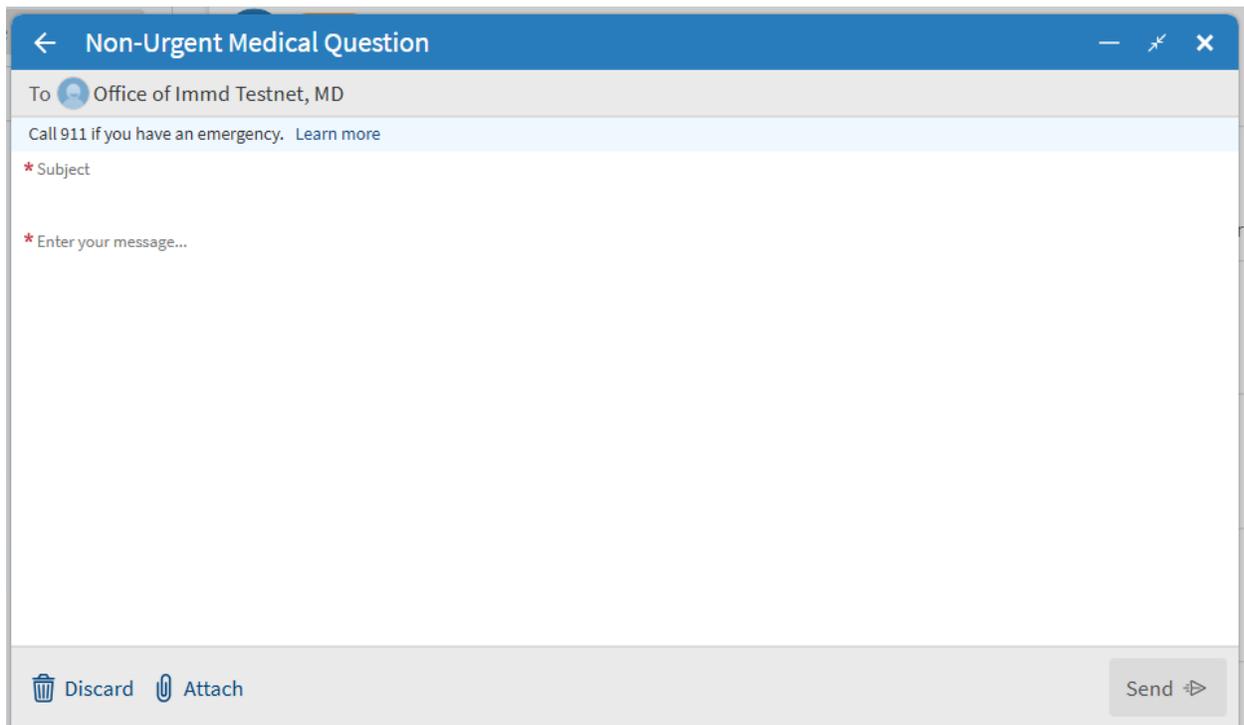
- Messages
- Ask a Question
- Letters

From Message Center, you can access previous conversations with your provider. Choose Send a message to send a new message.
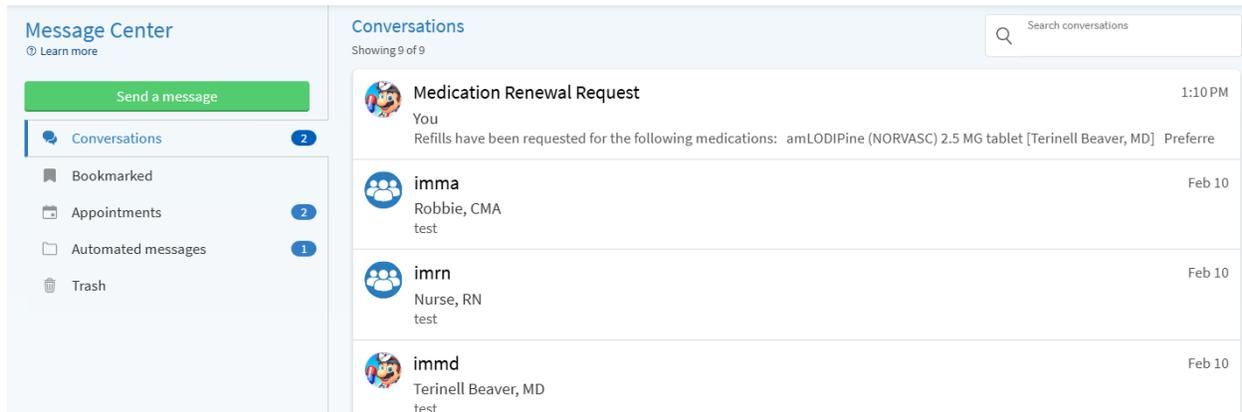
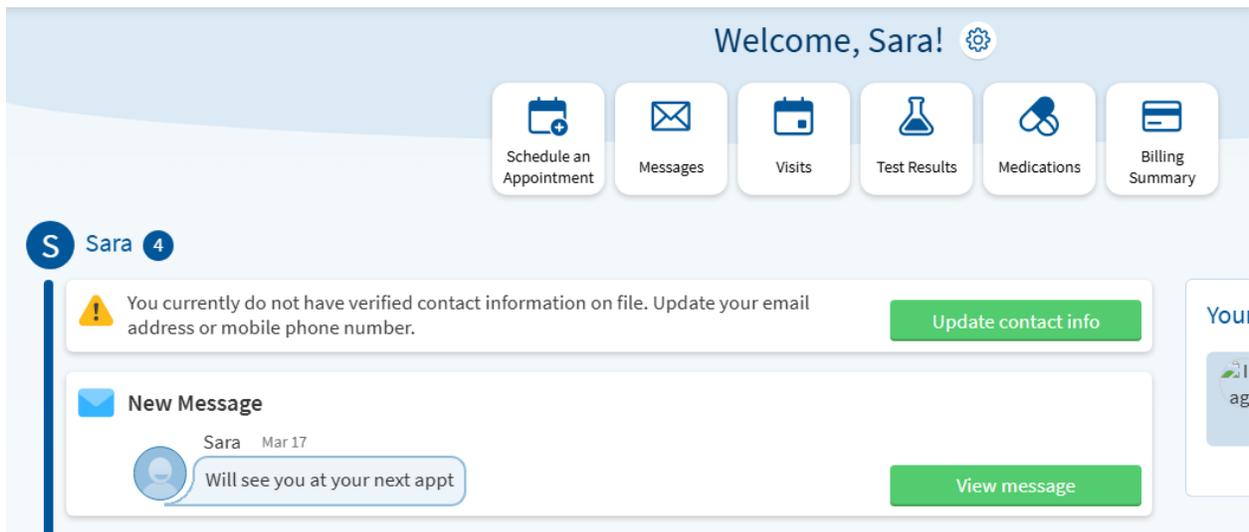You will be prompted to select the type of message you need to send.

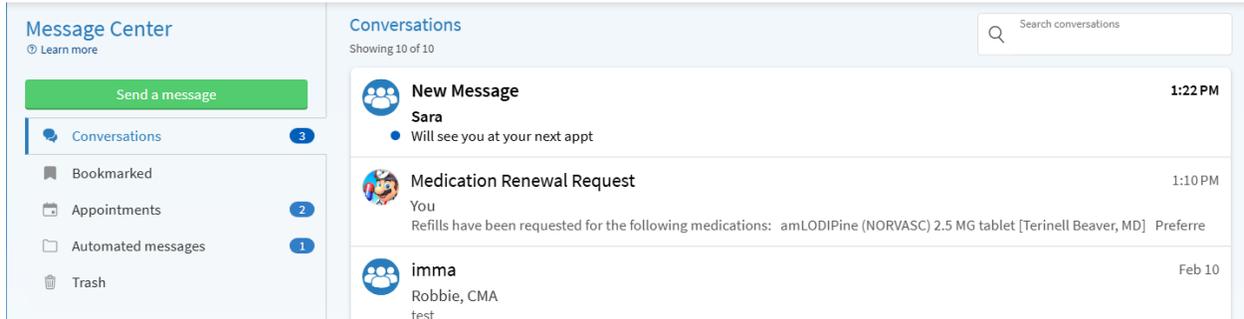After selecting a prompt, enter your Subject and Message and click Send

Delete the entire InBox section – there is no Inbox in MyChart.

Messages from your doctor's office will appear on your home page and in the Messages Center
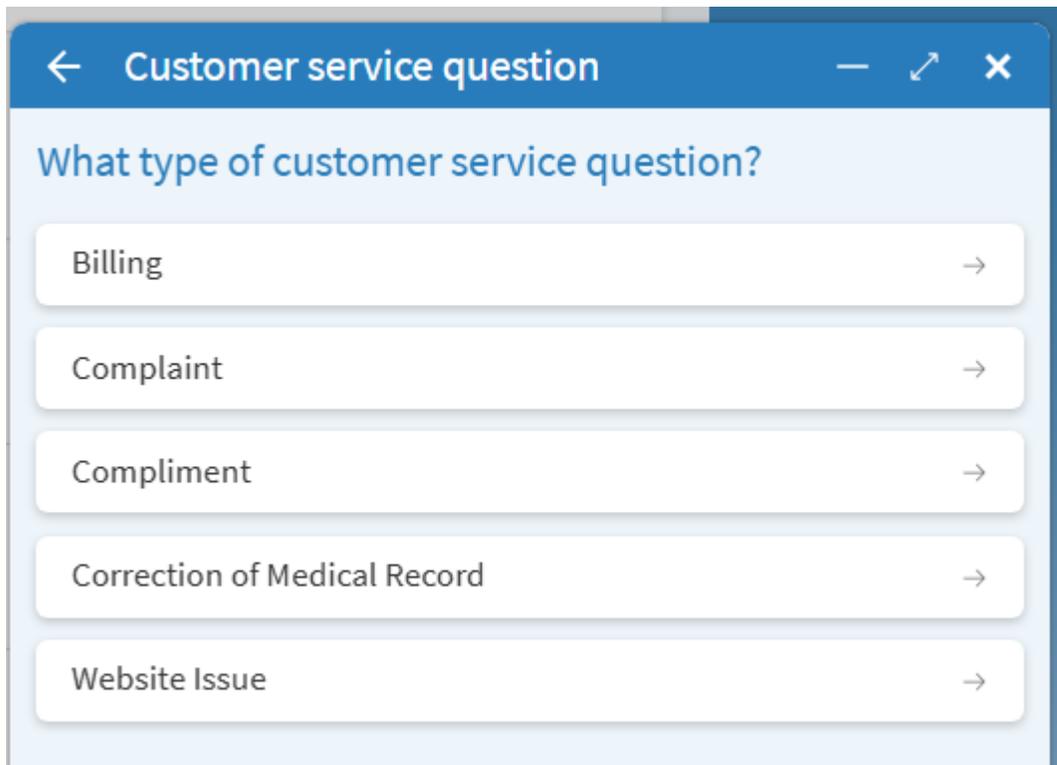
Delete the Refill Rx request – this is covered in the Prescription refill pdf.

I think you can delete the Ask Customer Service section – its one of the message type prompts that patients see when they choose to Send a Message. If you want to keep it, here is a screenshot

I would delete the Sent Messages section – there is no sent messages tab. Previous messages can be viewed in the Message Center as "Conversations"

Message Center

Send a message

💬 Conversations   3

🔖 Bookmarked

📅 Appointments   2

📁 Automated messages   1

🗑 Trash

Conversations

Showing 10 of 10

Search conversations

👥	**New Message** **Sara** ● Will see you at your next appt	**1:22 PM**
👤	Medication Renewal Request You Refills have been requested for the following medications: amLODIPine (NORVASC) 2.5 MG tablet [Terinell Beaver, MD] Preferre	1:10 PM
👥	imma Robbie, CMA test	Feb 10
👥	imrn Nurse, RN test	Feb 10
👤	immd Terinell Beaver, MD test	Feb 10
👥	**TST CC Southern Specialty Ticklers** **Michelle** ● TST CC Southern Specialty Ticklers	**Jan 9**
👥	Test MYC Active New Message Sara MYC Active New message tickler test	11/21/2024