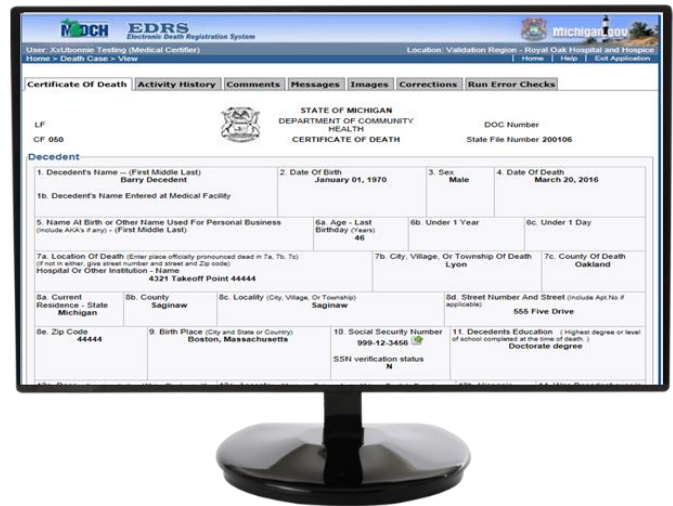


## How to Send a Message or Referral

1. Open the associated record and click the Messages tab.



2. Click the Address Book and use the filters for County and User Type to search for the person you want to send the message to, then click on the hyperlinked name to add them to the To field.

User Name	Location	State	County	User Type	Frequent Contacts
<a href="#">XxOjulia Testing</a>	Validation Region - Oakland County Medical Examiner	Michigan	Oakland	Medical Examiner	
<a href="#">XxPbrittney Testing</a>	Validation Region - Oakland County Medical Examiner	Michigan	Oakland	Medical Examiner	
<a href="#">XxQalisha Testing</a>	Validation Region - Oakland County Medical Examiner	Michigan	Oakland	Medical Examiner	
<a href="#">XxRsara Testing</a>	Validation Region - Oakland County Medical Examiner	Michigan	Oakland	Medical Examiner	
<a href="#">Xxcandid Testing</a>	Validation Region - Oakland County Medical Examiner	Michigan	Oakland	Medical Examiner	

3. Enter a Subject.
4. Select message Type – Message or Referral.
5. Select the Priority of the message.

6. Enter the body of the Message, then click **Send Message**.

## Reminders

- The process for sending a message is the same as sending a referral.
- Message recipients must be logged in to EDRS to see their messages. Notification is not sent to a separate address.
- If referring a case to a medical examiner, you have the option to check a box to request cremation approval at the same time.
- Messages sent in EDRS are attached to the record and cannot be deleted.