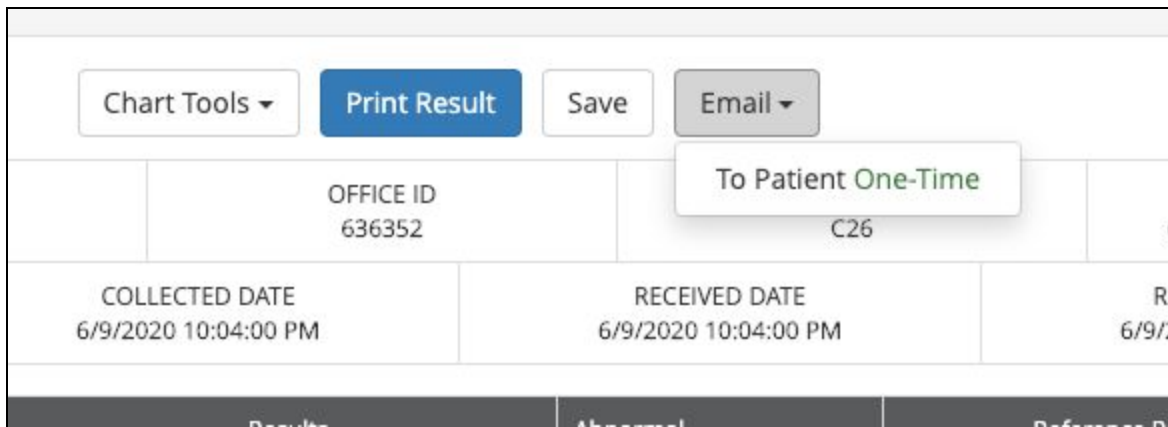



This document describes the steps that a Practice Admin or similarly provisioned CareEvolve user can follow in order to send or resend test results for a specific order to the Patient Portal.

1. Login to <https://crsp.careevolve.com>
2. Click Patients > Search Patient > Advanced Search
3. Enter patient's name and click Submit
4. Click patient name from search result
5. Click on requisition number of test result that you want to resend
 - a. NOTE: Resending the result for a patient's first order should re-send a Patient Portal Registration email.
6. On the patient's details page, click "Email" then click "To Patient..." (NOTE: This may either say "To Patient One-Time" or "To Patient OFF")



The screenshot shows a web interface with a top navigation bar containing buttons for 'Chart Tools', 'Print Result', 'Save', and 'Email'. Below the navigation bar is a table with columns for 'OFFICE ID' (636352), 'RECEIVED DATE' (6/9/2020 10:04:00 PM), and 'RE' (6/9/2020). A dropdown menu is open under the 'Email' button, showing the option 'To Patient One-Time'.

7. Confirm details, click next.



The screenshot shows a dialog box titled 'Email' with a close button (X) in the top right corner. The dialog contains the text 'Please complete all required information below' and the following fields:

- * Last Name: Test
- * First Name: BrandNewOrder
- * DOB: 10/10/2001 (MM/DD/YYYY)
- * Gender: Female
- * Zip: 01005
- * Email: onofrio@broadinstitute.org

At the bottom right of the dialog are two buttons: 'Cancel' and 'Next'.

8. Default values on final page will send result now and not delay (these are the recommended settings). Click save to send.

Email ✕

Please select an option below:

Email this result now

Delay Period: None 12 Hours 1 Day 2 Days 3 Days 4 Days 5 Days 6 Days 1 Week
