



# AccuRx inbox management SOP

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# AccuRx inbox management SOP V1.0

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# AccuRx inbox management SOP V1.0

## Purpose

To outline practice expectation and process for managing AccuRx inboxes to deliver timely patient care and maintain contemporaneous medical records.

## Aim

The aim is to deal with all incoming messages via AccuRx each day, and within one week at the latest.

## Process for filing AccuRx incoming messages

The process is as follows:

1. Check your inbox daily (and buddy's inbox when they are on leave)
2. Save information such as photos or questionnaires to the record (Click "Save to Record")
3. Read and act on incoming messages
4. Mark as done (Click this button)

## Clinical governance

The administration team leader is responsible for monitoring AccuRx inboxes, along with EMIS clinical inboxes monthly. This report is given to PLT once a month for review.

## Version Control

Date	Version	Author	Change Details
01/12/2025	1.0	AP	Document published.