Track 485 Mailings

1. Click on the Mailing button on the main menu.
2. Select **Mail 485s** from the sub-menu that pops up.
3. The **485s Mailings** screen will open. The top pane allows you to track 485s being mailed out and the bottom pane allows you to track 485s back in.
4. You can select a view **By Doctor** or **Show All UnMailed**. When you select view **By Doctor,** a separate field will populate. You can either enter the doctor code or name.
5. There is an option to choose **All Programs** or you can select a particular program.
6. There is also a **Sort by** option. You can **Sort by** Doctor, By patient, By Date Issued, Date Added or By Program. This option is also in the bottom pane.
7. Beside the **Sort by** option, is a **Limit to** field. This option limits the number of 485s that will appear. You can select 10, 20, 30, 40 or 50.
8. Select a 485 from the top pane. NEW: You can now select multiple 485s (at once) to mark as mailed. Be cautious. Any 485s that are highlighted when you select the **Mailed Today** tab, will be marked as mailed today. Make sure that only the 485(s) that need to be mailed are highlighted. If you do not wish to mail a 485 that is highlighted, click on the 485 again to unhighlight it. Then proceed with Step 9.
9. From here, you can click on **Mailed Today** or **Print/Preview**, depending on which activity you wish to perform.
10. If you click on **Mailed Today**, it will stamp the 485 with a mail date as today's date.
11. The bottom pane allows you to track the 485s as received back from the doctor. As needed, select the Paper 485s or Electronic 485s tab to view the 485s mailed.
12. Click on the 485 to highlight it. NEW: You can now select multiple 485s (at once) to mark as received. Be cautious. Any 485s that are highlighted when you select "Received By....", will be marked as received. Make sure that only the 485(s) that need to be received are highlighted. If you do not wish to receive the 485, click on the 485 again to unhighlight it. Then proceed with Step 13.
13. From here, you can select **Received by Mail**, **Received by Fax**, **ReMailed Today**, or **Print/Preview**, depending on which activity you wish to perform.
14. Selecting **Received by Fax** will only track the 485 as returned if your agency has setup the global settings to use this feature (Codes > Security > Global Settings > 485s > 0100 is True. Otherwise, you must use the **Received by Mail** for the 485 to be marked as returned.
15. If you choose the view **By Doctor** option, only the unmailed and unreturned 485s for that physician will appear on this screen. If you choose **Show All Unmailed**, all unmailed and all unreturned 485s (for all doctors) will appear. But remember, there is a **Limit to** field in the top pane.
16. Tip: If you need to switch to the Orders Screen, simply select the **Switch to Orders Mailing** button, on the upper right of the screen.