

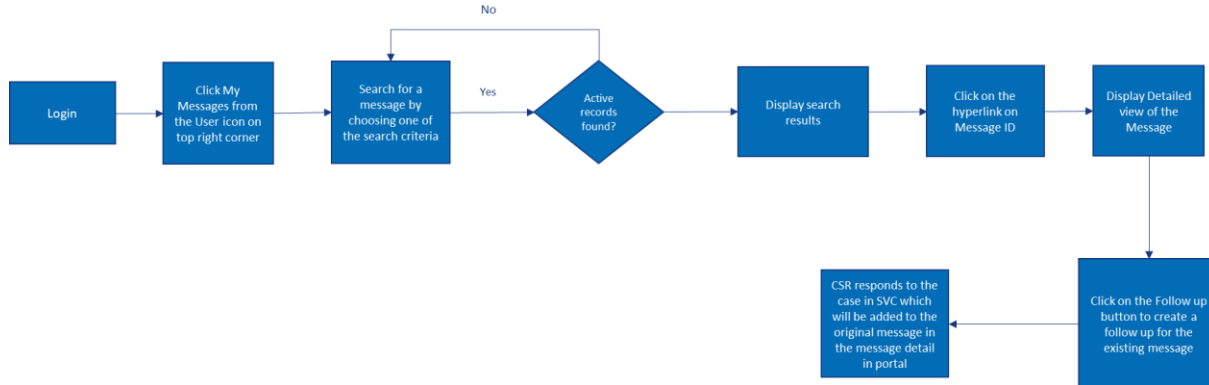
# M5 – Provider Portal Message Center

Search and View

Quick Reference Guide (QRG)




This Quick Reference Guide (QRG) will provide an overview of the Provider Portal –Message Center – Search and View.



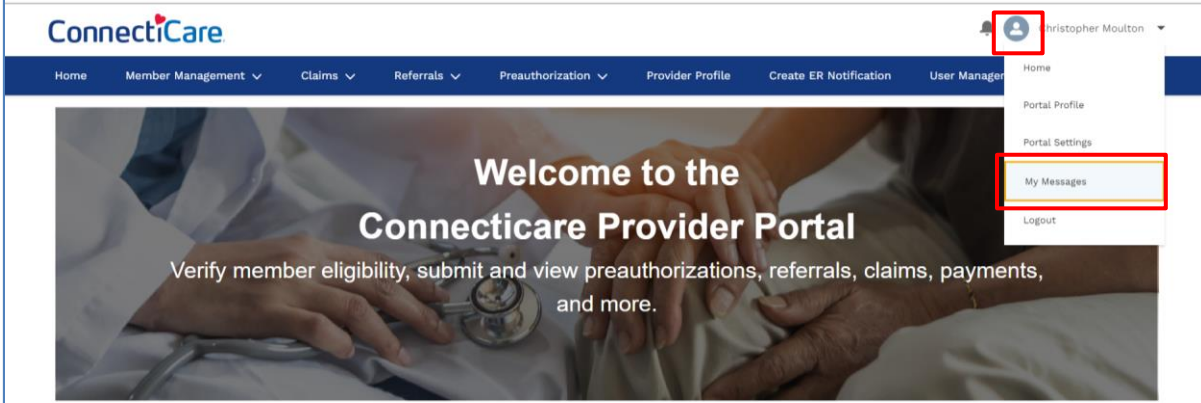
Let us look at the steps in detail for searching for and viewing messages.

**Purpose: Search and view messages in the Message Center.**



**Step 1:**

1. From the **ConnectiCare Home** page, select the **User Profile Icon**.
2. From the drop-down list, select **My Messages**.





Step 2:

The My Messages screen will display with available messages and history.

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## My Messages

Create Message

Search By\*

Reset Search Search



Step 2:

1. Click **Search By\*** and select a drop-down option.
2. Enter the required information
3. Click **Search**.

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## My Messages

Create Message

Search By\*

- Message ID
- Claim
- Preauthorization
- Referral
- Member
- Date Sent

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## My Messages

Create Message

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Thank  
You