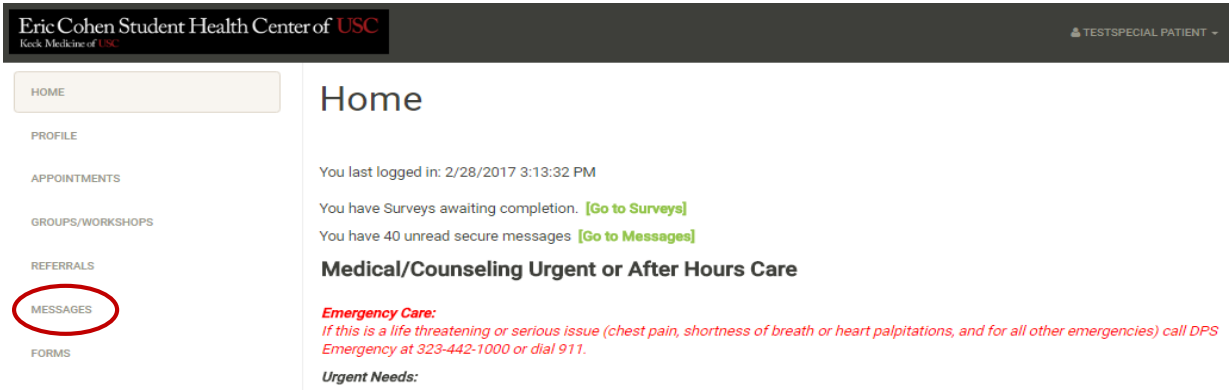


# MySHR GUIDE

**DATE:** 03/02/2017

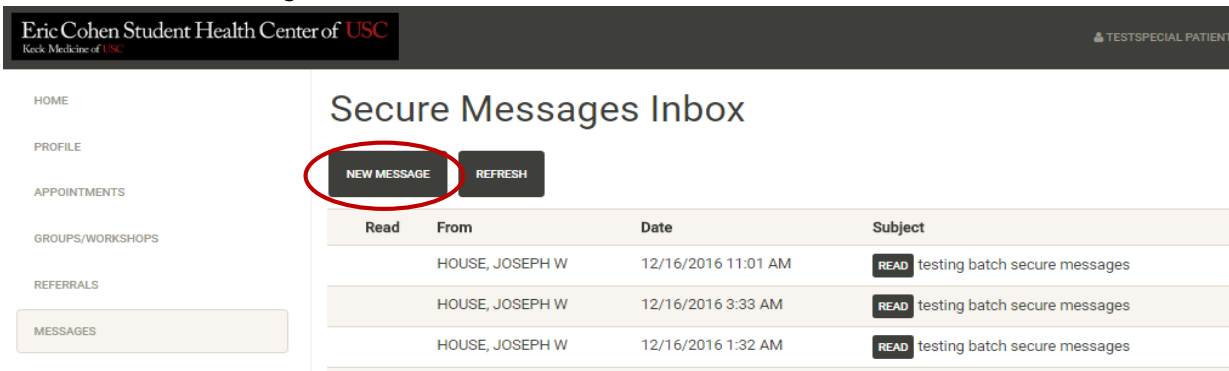
**TITLE:** E2 REQUEST FORM PROCESS

## 1. Log in to MySHR using your USCNet ID and click on *messages*



The screenshot shows the MySHR Home page. The left sidebar contains navigation links: HOME, PROFILE, APPOINTMENTS, GROUPS/WORKSHOPS, REFERRALS, MESSAGES (circled in red), and FORMS. The main content area displays the user's name, last login time, and notifications for surveys and messages. A red box highlights the 'MESSAGES' link in the sidebar.

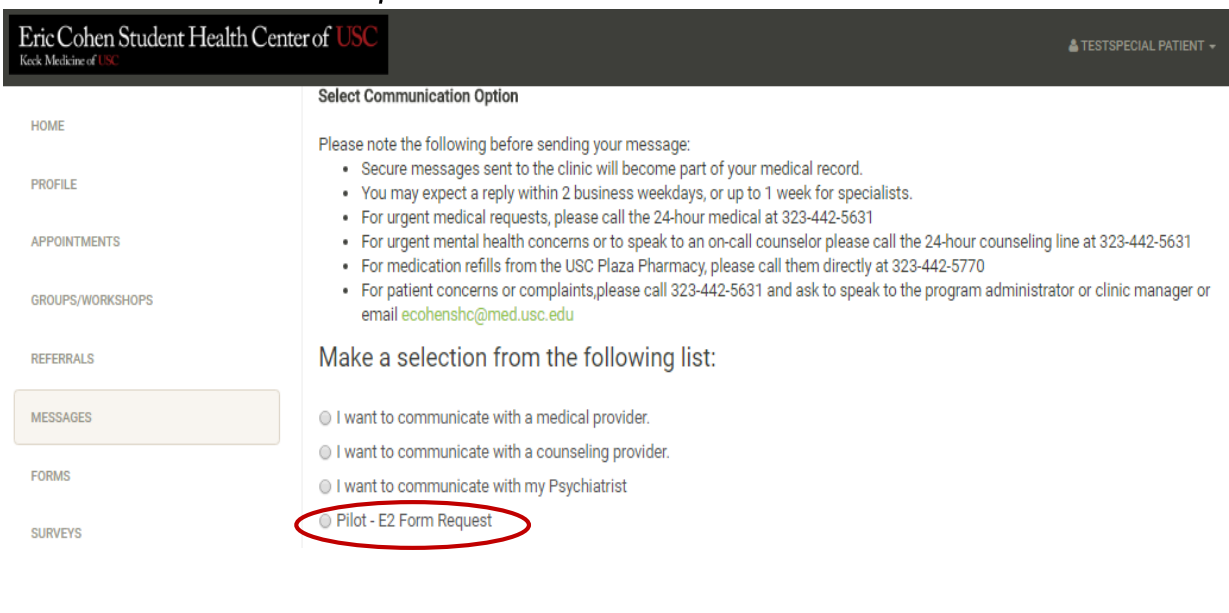
## 2. Click on *new message*



The screenshot shows the 'Secure Messages Inbox' page. The left sidebar is the same as in the previous screenshot, with 'MESSAGES' highlighted. The main content area shows a table of messages. A red box highlights the 'NEW MESSAGE' button above the table.

Read	From	Date	Subject
<input type="checkbox"/>	HOUSE, JOSEPH W	12/16/2016 11:01 AM	<input type="checkbox"/> testing batch secure messages
<input type="checkbox"/>	HOUSE, JOSEPH W	12/16/2016 3:33 AM	<input type="checkbox"/> testing batch secure messages
<input type="checkbox"/>	HOUSE, JOSEPH W	12/16/2016 1:32 AM	<input type="checkbox"/> testing batch secure messages

## 3. Choose *Pilot* – E2 form Request



The screenshot shows the 'Select Communication Option' page. The left sidebar is the same as in the previous screenshots, with 'MESSAGES' highlighted. The main content area contains instructions and a list of communication options. A red box highlights the 'Pilot - E2 Form Request' option.

Select Communication Option

Please note the following before sending your message:

- Secure messages sent to the clinic will become part of your medical record.
- You may expect a reply within 2 business weekdays, or up to 1 week for specialists.
- For urgent medical requests, please call the 24-hour medical at 323-442-5631
- For urgent mental health concerns or to speak to an on-call counselor please call the 24-hour counseling line at 323-442-5631
- For medication refills from the USC Plaza Pharmacy, please call them directly at 323-442-5770
- For patient concerns or complaints, please call 323-442-5631 and ask to speak to the program administrator or clinic manager or email [ecohenshc@med.usc.edu](mailto:ecohenshc@med.usc.edu)

Make a selection from the following list:

- I want to communicate with a medical provider.
- I want to communicate with a counseling provider.
- I want to communicate with my Psychiatrist
- Pilot - E2 Form Request

# MySHR GUIDE

4. Choose the facility you will be rotating at and fill out the TB Symptom Review section. Click send.

Eric Cohen Student Health Center of USC  
Keck Medicine of USC

TESTSPECIAL PATIENT -

HOME  
PROFILE  
APPOINTMENTS  
GROUPS/WORKSHOPS  
REFERRALS  
MESSAGES  
FORMS  
SURVEYS  
MEDICAL RECORDS  
PERSONAL RECORDS  
PERSONAL DATA  
IMMUNIZATIONS  
IMMUNIZATION UPLOAD

## Compose New Secure Message

Recipient: IMMUNIZATION  
Message Type: E2 Request  
Subject: E2 Request  
Attachments: Add attachment...

Items marked with \*\*are required.

**LEAVE MESSAGE SUBJECT AS ABOVE AND FILL OUT THE QUESTIONNAIRE BELOW**

### Demographic Information

Dept / Work Area / Unit   
\*\* DHS Facility

### TUBERCULOSIS SYMPTOM REVIEW

\*\* Cough Lasting More than 3 weeks  No  Yes  
\*\* Coughing up blood  No  Yes  
\*\* Unexplained/unintended weight loss (>5 LBS)  No  Yes  
\*\* Night sweats (not related to menopause)  No  Yes  
\*\* Fever/Chills  No  Yes  
\*\* Excessive sputum  No  Yes  
\*\* Excessive fatigue/malaise  No  Yes  
\*\* Recent unprotected close contact with a person with TB  No  Yes  
\*\* A history of immune dysfunction or are you receiving chemotherapeutic or immunosuppressant agents  No  Yes

If you have any of the above symptoms, you should meet with your provider to determine whether a chest x-ray is indicated.