![Novari ATC logo]

How do I search the Novari ID/list code as an Admin?

Antonia Mo - 2023-05-15 - Administrator

Please follow the instructions below on how to search for the Novari ID/list code of a case:

1. Navigate to the "Administrator" module from the main page of the application
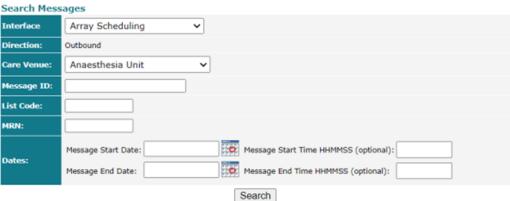2. From "Interface Message Management" under "Administration Options, select "Search/Resubmit an Already Sent Message"

3. In Search Messages, enter as much information as possible to reduce the number of results returned (we suggest entering the patient's MRN)
4. Click Search

5. Based on the search criteria that you have entered; the result will display the messages that are associated with the patient/case along with the Novari ID/list code

6. Once you obtain the Novari ID/List Code, please send them to Novari support for further troubleshooting.

Please do not send the screenshot of this page as it contains patient's PHI.