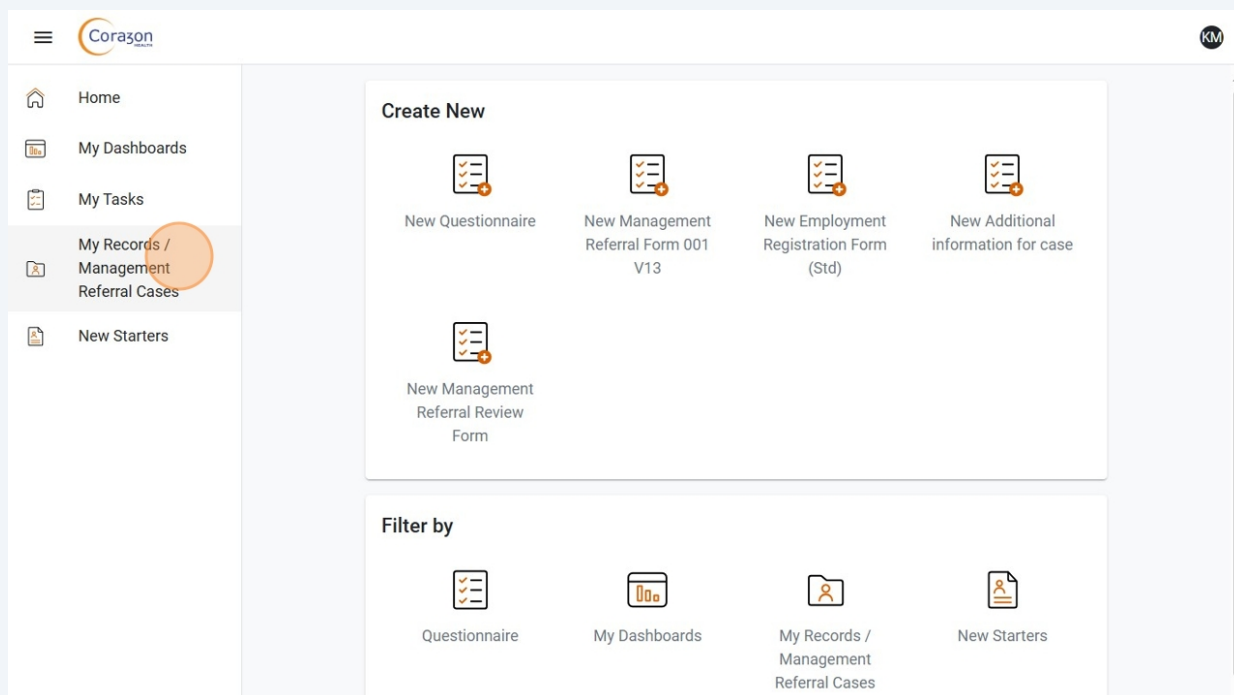


How to send a message on a Management Referral V2

- 1 Navigate to the Cority website and login.

Link: <https://corazonhealth.my.cority.com/#/login>

- 2 Click 'My Records / Management Referral Cases'.



3 Click on the Management Referral you would like to view or add a message.

The screenshot shows a web application interface. On the left is a sidebar with navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases (selected), and New Starters. The main content area has a header 'My Records / Management Referral Cases' and a search icon. Below the header is a card for a 'Case Management Referral' with the following details: Enrollment Date: 28/11/2024, Case Number: 13951, and Employee: Marlow Test, Katie. Below the card is a pagination bar showing 'Items per page 20' and '1 - 1 of 1'. At the bottom right of the page is the text 'DK_MIGCOH_2496_CHL_TargetProd'.

4 Click 'Messages'.

The screenshot shows the 'Cority-Case Form (MyCority)' page. The left sidebar is the same as in the previous screenshot. The main content area has a header 'Cority-Case Form (MyCority)' and three tabs: Case, Questionnaires, and Messages (selected). Below the tabs is a 'Details' section with the following information: Employee: Marlow Test, Katie (E84605), Case Number: 13951, Case Type: Management Referral (COH-MANREF), Case Status: Report Sent (05), OHA/OHP, Priority, and Practitioner. Below the 'Details' section is a 'Management Referral' section with the following information: ☒ Share with Supervisor, Supervisor: Marlow, Katie (E83181), Manager Name, and HR Manager.

5 To add a message click the add (+) symbol.

← My Records / Management Referral Cases

Home My Dashboards My Tasks My Records / Management Referral Cases New Starters

Cority-Case Form (MyCority)

Case Questionnaires Messages

Messages

All Messages for This Case

☐	Created By	Message	Message Date	Status	Read Receipt Date	
☐	Marlow, Katie	K	10/12/2024	Viewed	10/12/2024	Edit
☐	Marlow, Katie	Hello, thank you for sending through the referral. We can offer 3pm on the 29th of November for a triage call if this is suitable? Thank you	28/11/2024	Viewed	10/12/2024	Edit

Items per page 20 1 – 2 of 2

6 Click the 'Message' field and type your comment.

← My Records / Management Referral Cases

Home My Dashboards My Tasks My Records / Management Referral Cases New Starters

Messages

Cancel Save Save and Close

Details

Created By

Message *

Message Date

23/04/2025

DD/MM/YYYY

Status

New

Read Receipt Date

7

Click 'Save and Close' to send the message to Corazon.

You will receive an email notification to alert you when you have received a response from the team.

The screenshot shows a web application interface for 'My Records / Management Referral Cases'. The left sidebar contains navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area is titled 'Messages' and includes a 'Details' section. The 'Details' section contains the following fields:

- Created By**
- Message ***: A text input field containing the text 'Hello'. A character count '5 / 2000' is visible at the bottom right of the field.
- Message Date**: 23/04/2025, with a placeholder 'DD/MM/YYYY' below it.
- Status**: New
- Read Receipt Date**

At the top right of the 'Messages' form, there are three buttons: 'Cancel', 'Save', and 'Save and Close'. The 'Save and Close' button is highlighted with an orange circle.