

## Question & Answer Instructions

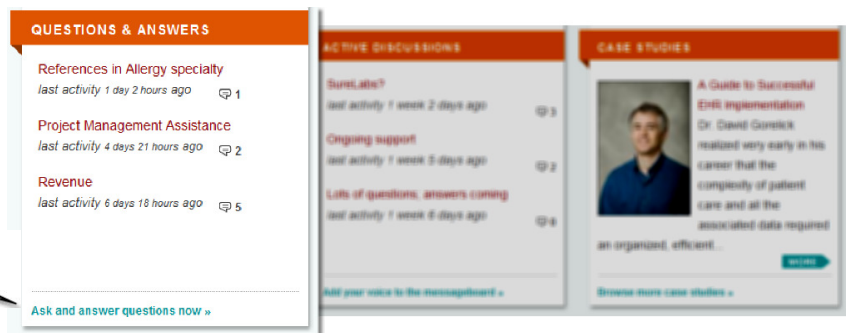
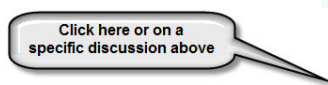
As a clinical member of DocEHRtalk.org, you have exclusive access to ask questions, give answers, and to participate in discussions. The Question and Answers section is your place to ask and answer specific questions based on your experience. For simple instructions, please follow the steps below.

### Step 1 – Login

Begin by logging in to ask a question or provide an answer.

### Step 2 – Go to Questions & Answers

Choose a Question directly from the *Questions & Answers* box on the home page, or select Questions & Answers from the Knowledge Center menu.



### Step 3 – How to Participate

#### A. Ask a Question

Click the **Post a new question** link above the list of questions.



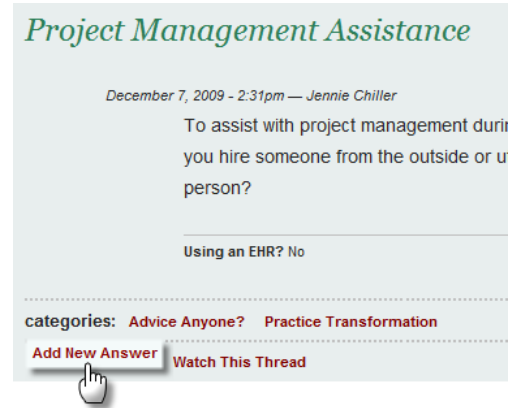
Complete the *Create Question/Answers* form including a question title, a category the question pertains to and the body of the question. Click Post.

**TIP:** You can choose one or more categories for your question.

#### Create Questions / Answers

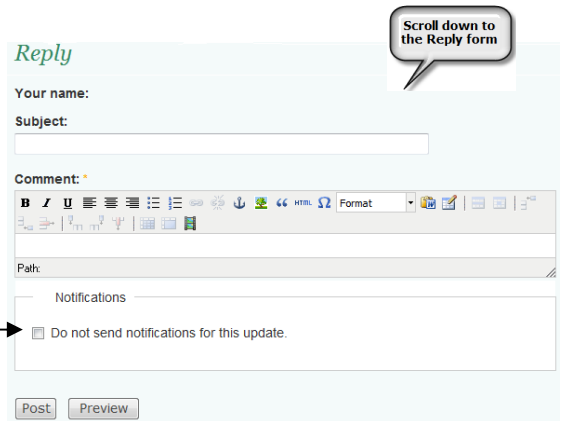
## B. Answer a Question

Click **Add a New Answer** below the question to respond to the original question or click "reply" below another user's response.



Complete the *Reply* form then click Post.

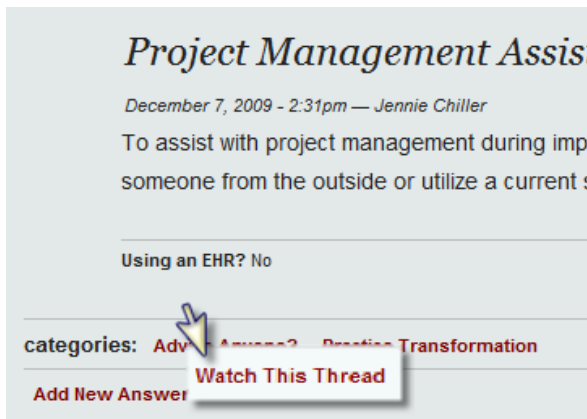
**NOTE:** If you do not want to receive a notification when a reply is posted. Check the box next to *Do not send notifications for this update.*



**TIP:** You can format your response using the icons above the text box.

## Step 4 – Stay Informed

You can watch any Q&A thread whether you participate or not by clicking **Watch this Thread** below any question. When a new answer is posted, you will receive an email notification.



**NOTE:** You can change your notification status on the *Notifications* tab under *My Account* if you no longer wish to receive notifications of new postings.

