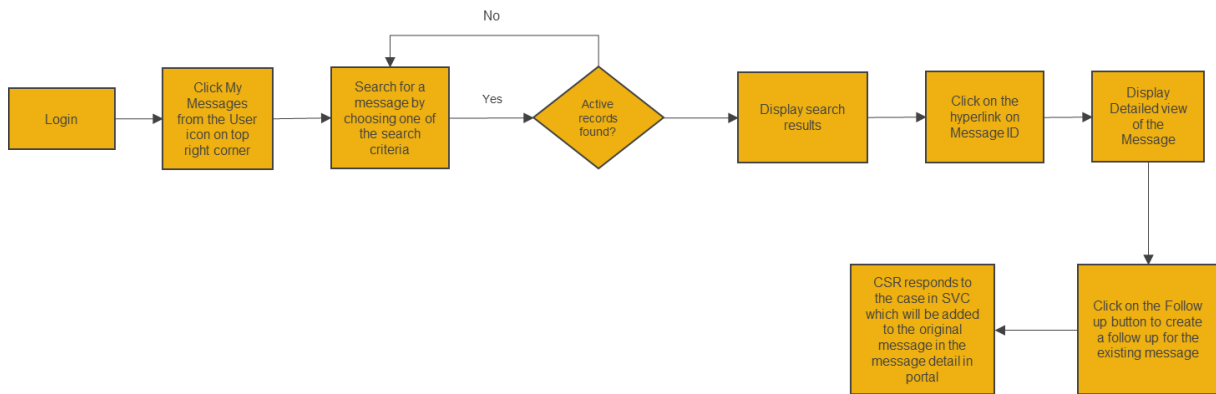


# M5 – Provider Portal Message Center – Search and View

Quick Reference Guide




This QRG will provide an overview of the Provider Portal – Message Center – Search and View.



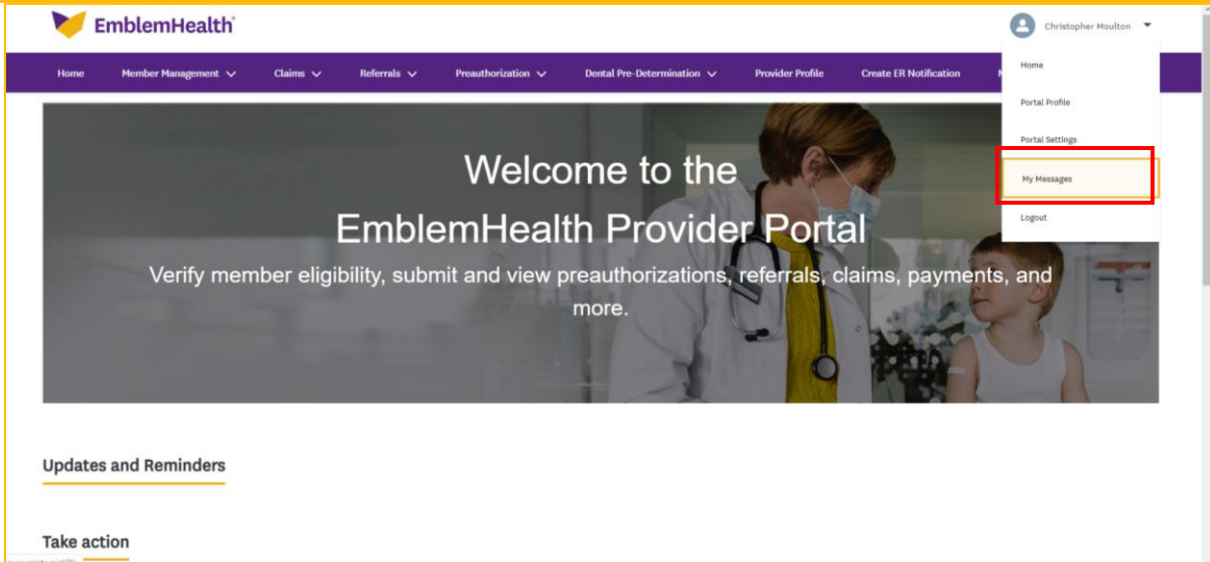
Let us look at the steps in detail for searching for and viewing messages .

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



**Step 1:**

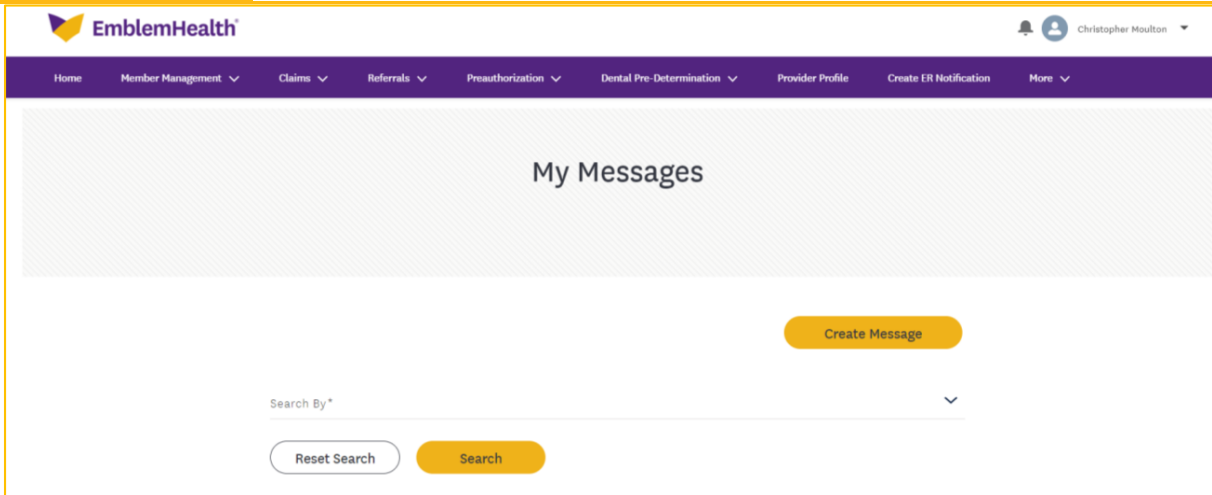
1. From the **EmblemHealth Home** page, select the **User Profile Icon**.
2. From the drop-down menu, select **My Messages**.





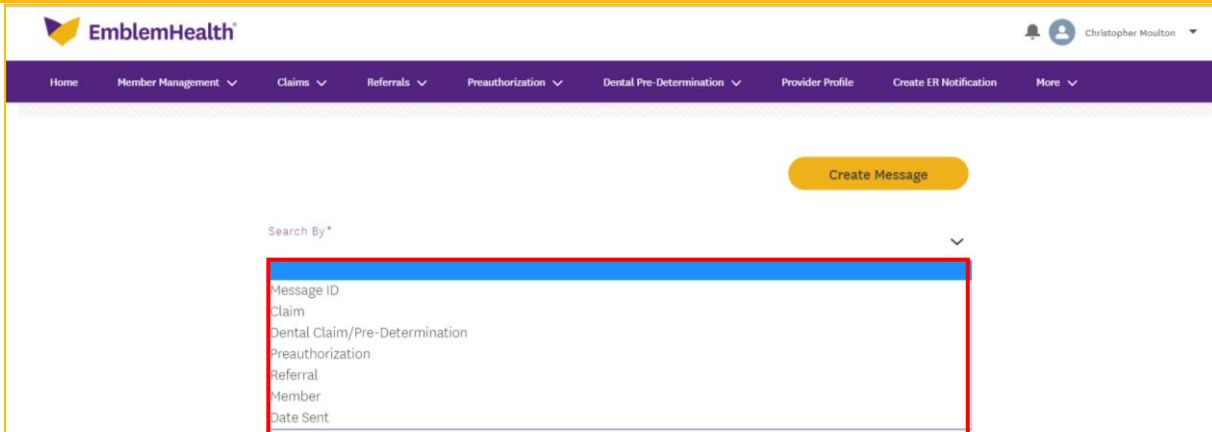
## Step 2:

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



## Step 3:

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



The screenshot shows the EmblemHealth Provider Portal interface. At the top left is the EmblemHealth logo. The top right shows a user profile for Christopher Moulton with a notification bell icon. A purple navigation bar contains the following menu items: Home, Member Management, Claims, Referrals, Preauthorization, Dental Pre-Determination, Provider Profile, Create ER Notification, and More. The main content area is titled "My Messages" and features a yellow "Create Message" button. Below this is a search section with a "Search By\*" dropdown menu, a "Reset Search" button, and a "Search" button which is highlighted with a red rectangular box.

Thank  
You

