

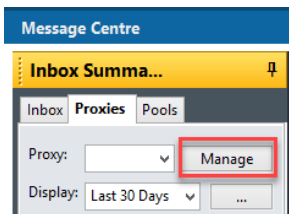
INSTITUTIONAL ENTITY

THE INSTITUTIONAL ENTITY IS UTILIZED FOR CLINICS TO CC LABORATORY AND PATHOLOGY RESULTS TO A CENTRALIZED LOCATION WHERE THE 'DOCTOR OF THE DAY' WILL REVIEW. THIS IS SEPARATE FROM INDIVIDUAL MESSAGE CENTERS, THE PRIMARY PROVIDER WILL STILL RECEIVE THEIR COPY OF THE RESULTS.

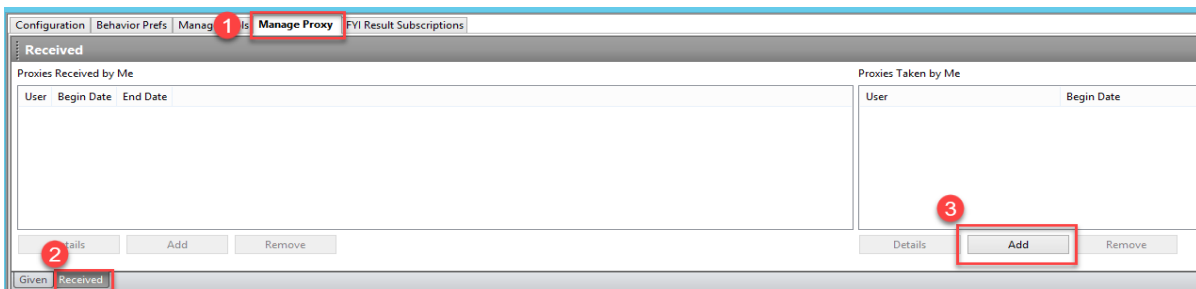
THE CC WILL AUTOMATICALLY BE APPLIED TO LAB/PATHOLOGY ORDERS PLACED WITHIN THE ENCOUNTER LOCATION. INPATIENT OR EXTERNAL ORDERS WOULD NEED TO CC THE ENTITY MANUALLY.

PROXY INTO YOUR CLINIC'S INSTITUTIONAL ENTITY

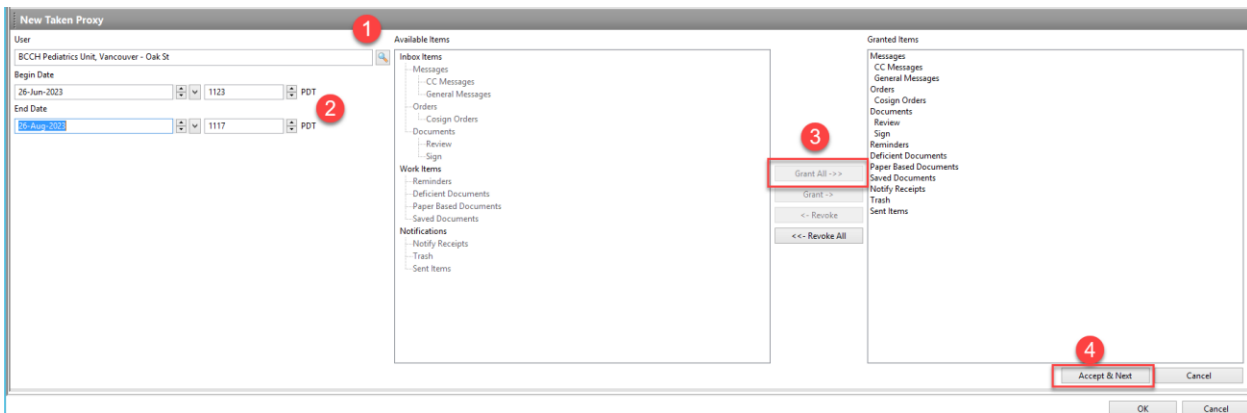
IN MESSAGE CENTER GO TO YOUR PROXIES TAB AND CLICK MANAGE



In new window select **Manage Proxy** tab, go to **Received** tab, and click **Add** under Proxies Taken by Me



In the new fields provided, click magnifying glass & search for the Clinic Name in LAST NAME field, input **start & end date**, **Grant All** access or select specific items as needed, and then **Accept & Next** and **OK**



The Institutional Entity will now appear on your Proxies tab

For more information on managing Message Center inboxes please see [CST Help Topic: Clinic Inbox in Mess Center Overview](#)