#### Add yourself to a Pool in Message Centre • Send a message to a Pool . How to read a message sent to a Pool .

This Quick Reference Guide will explain how to:

How to assign a message to an individual in a Pool

## Adding to a Pool

- 1. In Powerchart, navigate to Message Centre
- 2. Under Inbox Summary, select Pools
- 3. Click on Manage
- 4. Manage Pools > Available Pools and enter the name of the pool you wish to be added to, click the magnifying glass to search
- Select the **Pool** you would like to be added to 5.
- Highlight the pool/s you wish to join, and select Opt In 6.
- Selected Pool appears under Member Pools 7.

Click OK to return to Message Centre

8.

# **Documentation - Message Centre Pools**

Display: Filters: AII

Pools

Inbox	Proxies	Pools	
Pool:		~	Manage

Inbox Summary

Proxies

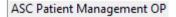
Inbox

Configuration	<b>Behavior Prefs</b>	Manage Pools	Manage Proxy	FYI Result Subscript	ions				
Available Pools									
Available Pool	asc		9						
	Avail	able Pools a	isc		9				
ASC Nurse clinic management FH OP ASC Nurse clinic management SH OP									
		Patient Man							

ASC Referral Management OP

Opt In >

Member Pools



OK



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### Sending a Message to a Pool

Click on the drop-down arrow next to Communicate and choose Message 1. Communicate -550 Message ≯hor Reminder 9 18 Consult New Message pop up opens, click the binoculars to the right of the To: section 2. 尚 To\*: 3. Address Book pop up opens, select Pool and enter the name of the pool Type a name or select from list: that you wish to message (click the magnifying glass to see all options) ASC Q Personnel Pool Name 4. Select you the pool/s you want to correspond with and click Add Add ASC Nurse clinic management FH OP ASC Nurse clinic management SH OP ASC Patient Management OP Pool name appears under Send to, click OK to proceed 5. OK Send to Name ASC Patient Management OP You are returned to your message, confirm the To: field has 6. To\*: ASC Patient Management OP 🗙 Send the desired Pool/s selected, document and click Send CC: Subject: General Message Message ~ 10 Arial  $\sim$ Document you message





### Reading Messages Sent to a Pool

- 1. Open Message Centre, open the Pools tab in the Inbox Summary Message Center Inbox Summary Inbox Proxies Pools Pool: AH Physi 🗸 Manage Assigni 2. Select the **Pool** you with to view by using the drop-down list Pool: AH Physi 📉 Manage AH Physiotherapy O Display: ASC Referral Management OP If there are messages, they are displayed 🎦 Communicate 🝷 📷 Open | 🚓 Reply 🗃 Reply All 🙈 Forward 🧏 Delete 🔰 Message 3. Create Da... Assigned Due Date From Patient Name 23/06/2023 1... Cernertest, All... TESTING, KAY... 23/06/2023 1... Cernertest, All... Create Da... Right clicking on a message opens a list of options for the message Due Date 4. Assigned Open Communicate Message Journal Reply Reply All Forward Print Item Information Set On Hold Delete Assign Item Unassign Item Open Patient Chart Sort By Open 5. Select Open to open the message 4 Communicate Reply Reply All 6. Select Assign Item to allocate the message to yourself Assign Item Unassign Item
- 7. The user that a message is assigned to will be visible under the **Assigned** column

Comm	unicate 👻 📂 Op	oen   🚑 Reply 🆓 I	Reply All 🙈 Forwa	rd 🎦 Delete 🔰 N	1e
Assigned		Create Da 🗸	Due Date	From	1
	23/06/2023 1			Cernertest, All	Т
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