

Documentation - Message Centre Pools



Digital Health
CONNECTING BEST CARE

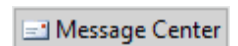
Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

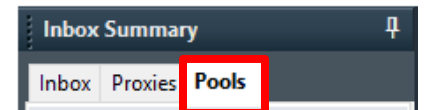
- Add yourself to a Pool in Message Centre
- Send a message to a Pool
- How to read a message sent to a Pool
- How to assign a message to an individual in a Pool

Adding to a Pool

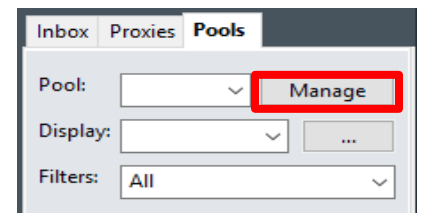
1. In Powerchart, navigate to **Message Centre**



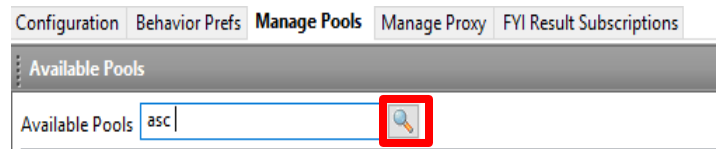
2. Under **Inbox Summary**, select **Pools**



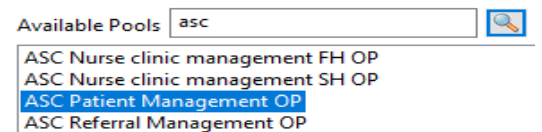
3. Click on **Manage**



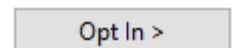
4. **Manage Pools > Available Pools** and enter the name of the pool you wish to be added to, click the magnifying glass to search



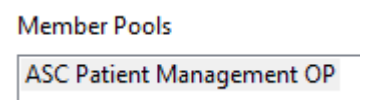
5. Select the **Pool** you would like to be added to



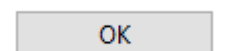
6. Highlight the pool/s you wish to join, and select **Opt In**



7. Selected **Pool** appears under **Member Pools**



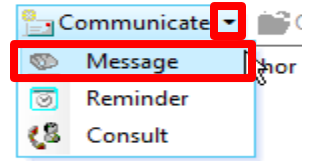
8. Click **OK** to return to **Message Centre**





Sending a Message to a Pool

1. Click on the drop-down arrow next to **Communicate** and choose **Message**



2. **New Message** pop up opens, click the binoculars to the right of the **To:** section



3. **Address Book** pop up opens, select **Pool** and enter the name of the pool that you wish to message (click the magnifying glass to see all options)

Type a name or select from list:

Personnel

Pool

4. Select you the pool/s you want to correspond with and click **Add**

Name	Add
ASC Nurse clinic management FH OP	<input type="checkbox"/>
ASC Nurse clinic management SH OP	<input type="checkbox"/>
ASC Patient Management OP	<input checked="" type="checkbox"/>

5. Pool name appears under **Send to**, click **OK** to proceed

Send to

Name
ASC Patient Management OP

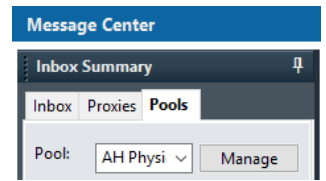
6. You are returned to your message, confirm the **To:** field has the desired **Pool/s** selected, document and click **Send**

To:	<input type="text" value="ASC Patient Management OP"/>	<input type="button" value="Send"/>
CC:	<input type="text"/>	
Subject:	<input type="text" value="General Message"/>	
Message		
<input type="text" value="Arial"/>	<input type="text" value="10"/>	
<input type="text" value="Document you message"/>		

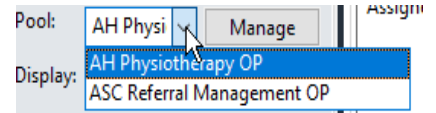


Reading Messages Sent to a Pool

1. Open **Message Centre**, open the **Pools** tab in the **Inbox Summary**



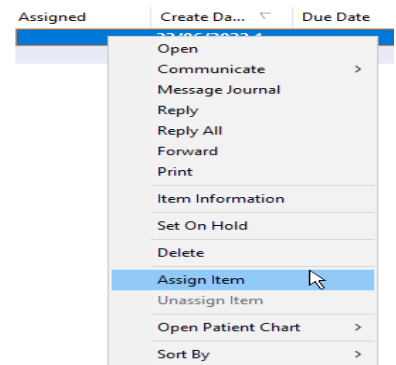
2. Select the **Pool** you wish to view by using the drop-down list



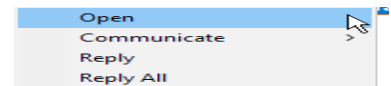
3. If there are messages, they are displayed



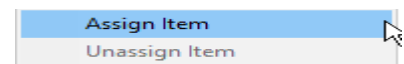
4. Right clicking on a message opens a list of options for the message



5. Select **Open** to open the message



6. Select **Assign Item** to allocate the message to yourself



7. The user that a message is assigned to will be visible under the **Assigned** column

