

Documentation - Message Centre - Sending Message and Creating Reminder



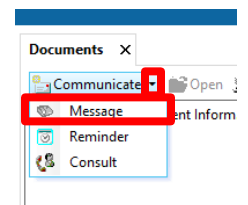
This Quick Reference Guide will explain how to:

Use Message Centre to:

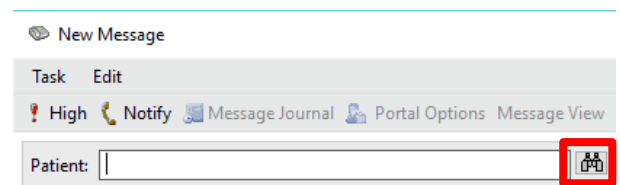
- Send a message
- Create a reminder

Sending a Message

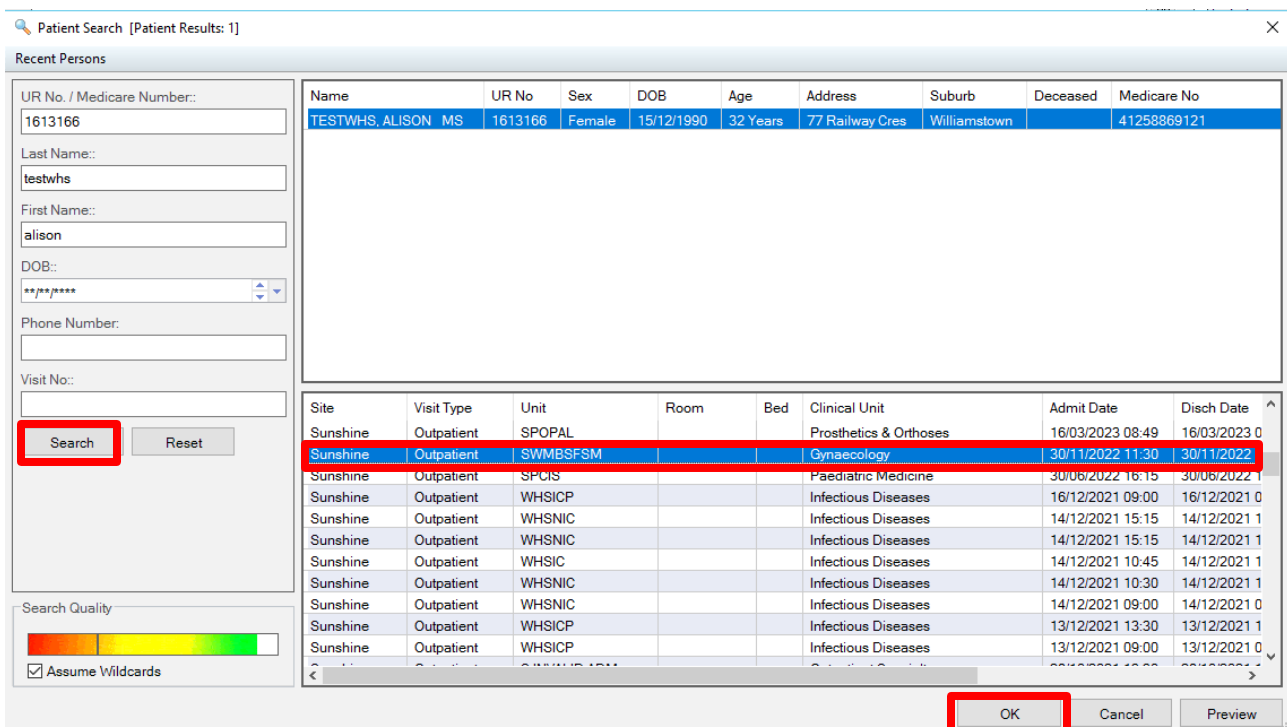
1. In Powerchart, on the navigation toolbar, click on **Message Centre**
2. To send a new message for a patient, click the drop-down arrow next to communicate button
Select **Message**



3. New Message window opens. Click on binoculars icon next to Patient.



4. Enter details in the Patient Search window, then click **Search**.
5. Select the correct patient and encounter, then click **OK**



6. Select the appropriate Message Centre Subject e.g. **General Message**
7. Document the details in the message
8. Click on the binoculars the **To** section

New Message

Task Edit

High Notify Message Journal (1) Portal Options Message View Summary View Launch Orders

Patient: TESTWHS, ALISON MS Caller: TESTWHS, ALISON MS Caller #: M 0422023488

To: Include me

CC: Provider: To consumer Disable further replies

Subject: **General Message** Save to Chart As: Phone Message/Call

Message: Internal Referral Rejection
ISBAR
Arial Phone Message

Patient called re upcoming appointment

9. In the Address Book window, search for a person (last name, first name) or search for pool.
10. Select the required person, click **Add**
11. Person will move into the **Send to** box, click **Ok**

Address Book

Internal

Type a name or select from list:

Show names from: Global Address Book

Personnel Pool Distribution List

Right click to add/remove a name in the personal address book

Name	Position
CERNER, CERNER	DBA P1
SECURECERNER	DBA P1

Add

Send to

Name
CERNER, CERNER

12. **To:** is now populated. More recipients can be added if required. **Save to Chart** is auto selected. Click **Send**

New Message

Task Edit

High Notify Message Journal (1) Portal Options Message View Summary View Launch Orders

Patient: TESTWHS, ALISON MS Caller: TESTWHS, ALISON MS Caller #: M 0422023488

To: **CERNER, CERNER** Include me

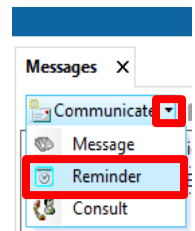
CC: Provider: To consumer Disable further replies

Subject: **General Message** Save to Chart As: Phone Message/Call



Create a Reminder

1. The Reminder functionality of Message Centre can be used to send a reminder regarding any patient-related tasks. From the drop-down arrow next to Communicate, select Reminder.



2. Repeat steps 3-4 in sending a message to select a patient

3. The subject defaults to **Reminder**

4. Document the details of the reminder

5. Repeat steps 7-10 to add recipient

6. Edit **Show up/ Due on:** fields depending on when you want the reminder to appear in your inbox

7. Click **Send**

The screenshot shows the 'New Reminder/Task' interface. Key elements include:

- 3:** The 'Subject' field is pre-filled with 'Reminder'.
- 4:** The message body contains the text '*Reminder*' and 'Call patient regarding results'.
- 6:** The 'Actions' section is expanded, showing options like 'Reminder: Call charge nurse with results'.
- 7:** The 'Show up' and 'Due on' fields are visible, with 'Show up' set to 1 min(s) on 29/08/2023 at 14:32 AEST.



Handy Hint

1. Click on *Include me* if you want to send a message or reminder to yourself