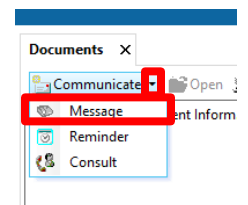**This Quick Reference Guide will explain how to:**
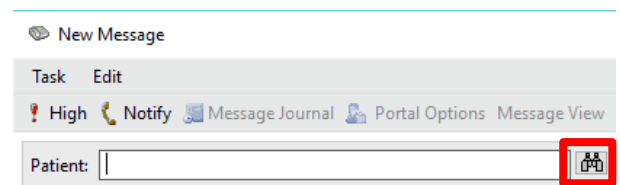
Use Message Centre to:

- 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**
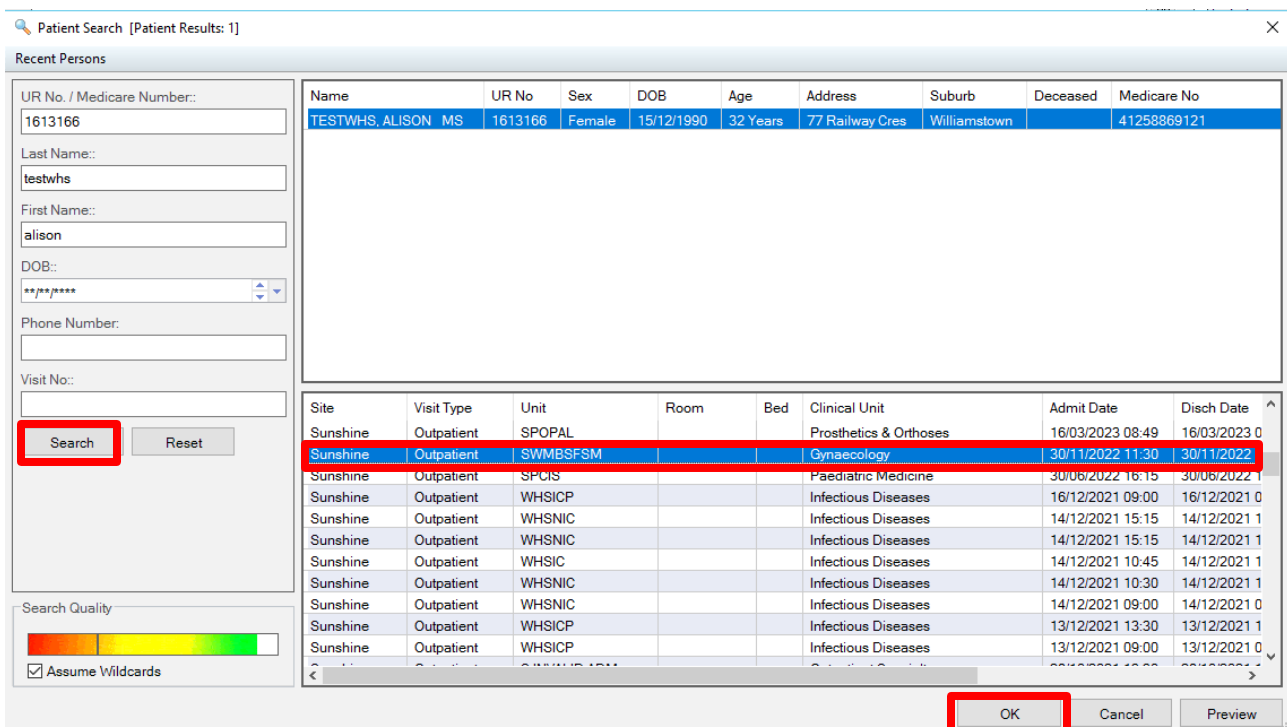
6. Select the appropriate Message Centre Subject e.g. **General Message**

7. Document the details in the message

8. Click on the binoculars the **To** section



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**



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

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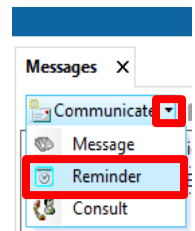
2. Repeat steps 3-4 in sending a message to select a patient

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**

**Handy Hint**

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