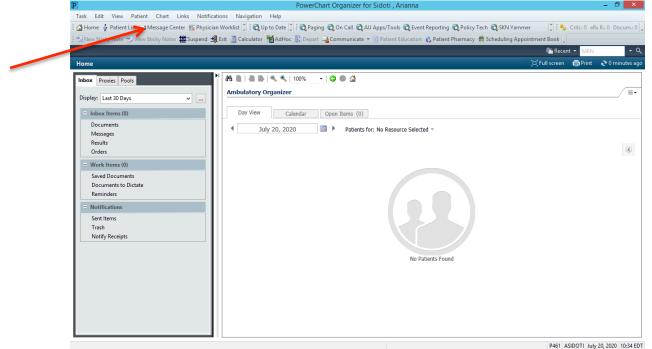
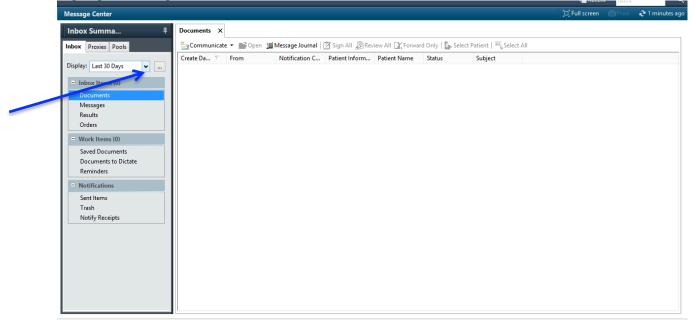
Message Center Guide

1. Log In to PowerChart. This will be the screen you see upon opening:



- 2. Click "Message Center" for full-screen view (red arrow above)
- 3. Click the drop down arrow under "Display" to change the date range (blue arrow below)
- 4. Note that Documents in need of signatures/review will appear under "Documents" as highlighted in lighter blue below



5. Upon opening a document, you will have access to the note. Scroll down to the bottom of the page and you will see an "Action Pane" (Green arrow below). Here you will either sign, refuse or forward to alternate provider. Note that if you "refuse," you must provide an explanation. Note that if you click "Additional Forward Action" you will type in the provider's name.

lessage Center						[D] Full screen Print	2 1 minut
Inbox Summary	Forwarded Documents to Sign	× FORWARDED SIGN DO	OC: TEST, DEALER X				
nbox Proxies Pools	🕼 Forward Only 🍓 Print 🛔	Select Patient 👚 🐥 🦓	Mark Unread Inbox View Summary	View 👔 🗶 🗟 🗃	# *		
Display: Last 17 Days 🗸 🗸	TEST. States	DOB	EMR.	FN#:00 LOC:OPHTHALMOLOGY	Gender:Male Patient Portal: No	Allergies: Allerg ENC:Outpatient	
Inbox Items (0)			Agen			Chicles apparent	
 Documents (0/1) 							
Forwarded Documents to							
Messages	Diagnosis	and an and a second second					
Results	Nexplanon removal (ICD10-CM Z30.46, Dis	scharge, Medical).				
Orders							
Work Items (2)							
Saved Documents (1/1)							
Documents to Dictate							
Reminders (1/1)							
(4.4)							
- Notifications							
	Action Pane						
Notifications		fuse Reason:					
 Notifications Sent Items 	● Sign ○ Ref		v				
 Notifications Sent Items Trash 	● Sign ○ Ret	To:	×				
 Notifications Sent Items Trash 	Sign Ret Additional Forward Action:	To:	× M				
 Notifications Sent Items Trash 	● Sign ○ Ret	To:	× M				

- 6. At the bottom of the document, "OK" will provide a signature. "Next" will go to the next document without a signature (purple arrow above).
- 7. To send a message or reminder to a patient, you can click "Messages" underneath "Documents" or select "Communicate" from the toolbar (orange arrow below).

Task Edit View Patient Chart Links Notificati		10 1	
	Worklist 🚏 🗄 🐧 Up to Date 🚏 🤅 😋 Paging 😋 On Call 😋 AU Apps/Tools 😋 Event Reporting 😋 Policy Tech 😋 SKN Yammer		0 eRx R.: 0 Docum.: 0 _w
New Sticky Note View Sticky Notes The Suspend	Exit 📑 Calculator 🎽 AdHoc 🏦 Depart 🔩 Communicate 👻 👔 Patient Education 🔥 Patient Pharmacy 🗮 Scheduling Appointr		MRN - Q
		_	rint 🔑 0 minutes ago
Home		i, Full screen 📳 P	rint 🥐 o minutes ago
Inbox Proxies Pools	A 🗎 🗎 🖶 🔍 🤁 100% 🛛 🕞 🖓 🖬		
Display: Last 30 Days 🗸	Ambulatory Organizer		=-
 Inbox Items (0) Documents 	Day View Calendar Open Items (0)		
Messages	✓ July 20, 2020 ■ Patients for: No Resource Selected ▼		
Results			
Orders			۲
= Work Items (0)			
Saved Documents Documents to Dictate			
Reminders			
Notifications			
Sent Items			
Trash			
Notify Receipts			
	No Patients Found		
	no i sunna i sunna		
		P461 ASIDOT	July 20, 2020 10:34 EDT

8. To send a message, click "Communicate" then "message." You will search for the patient's name and the provider's name. If you "Save to Chart" (pink arrow below) you will have to select the message type from the drop-down.

9.

Task Edit View Patient Chart Lir	New Message - 🗆 🗙	196
🛗 Home 🌃 Ambulatory Organizer 🛓 Pati	Task Edit	Discharge Contemplated CMC
New Sticky Note 📆 View Sticky Notes 🛔	📍 High 🐧 Notify 📓 Message Journal 🚇 Portal Options 🛛 🔭 Claunch Orders	Apps/Tools 🕄 Event Reporting
😧 🕄 Up to Date 🔍 Lexicomp 🖓 Lifeimages	Patient: TEST, DENNIS B Caller: TEST, DENNIS B Caller #: H (444)444-4444	Recent - MRN - C
Message Center	To: Fallaw MD, David J X	ı] Full screen 👘 Print 👌 12 minutes ag
Inbox Summary 4	CC: Disable further replies	
Inbox Proxies Pools	Subject: General Message V Save to Chart As: Phone Msg V	
Display: Last 17 Days 🗸 🛄	Attachments Patient Summary Transition of Care Browse Documents Otne Attachments Refill - Prescriptions	
Inbox Items (0)	Message	
 Documents Forwarded Documents to Sig 	Times New Roman v 12 v 🧐 🔍 🔍 🐰 🖿 📾 🖏 🖪 🙂 🔏 🐨 🗃 🖬 🖤	
Messages Results Orders		
 Work Items (2) 		
Saved Documents (1/1) Documents to Dictate		
Reminders (1/1)		
 Notifications Sent Items 	v	
Sent Items Trash	Actions	
Notify Receipts	Phone Msg-call into pharmacy Remind on: V V V Phone Msg-call me with results Due on: V V V	
	Send Cancel	