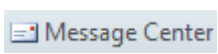
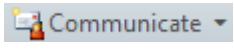
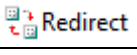
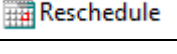
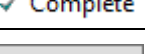
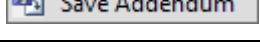
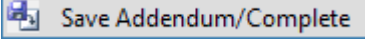
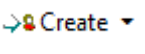
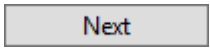
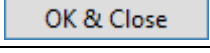
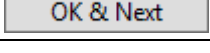
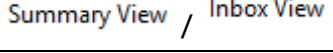
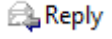
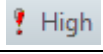
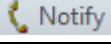
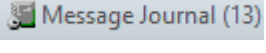


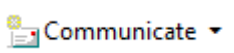
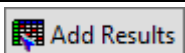


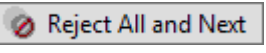
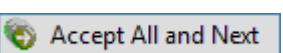



This Quick Reference Guide (QRG) reviews the processes for managing results using the Message Center.

Common Buttons & Icons

	Message Center button
	Communicate drop-down arrow (in PowerChart toolbar)
	Redirect button
	Reschedule button
	Complete button
	Save Addendum button
	Save Addendum/Complete button
	Create drop-down arrow
	Next button
	OK & Close button
	OK & Next button
	Summary View and Inbox View buttons
	Reply button

	High Priority button
	Notify button
	Message Journal button
	Search icon
	Delete button
	Communicate button (in Messages toolbar)
	Add Results button
	Favorite icon
	Individual Accept / Reject / Modify order icons
	Reject All and Next button
	Accept All and Next button
	Modify icon

Manage Results

➤ From the Message Center:

STEP 1: Click **Results** in Inbox Items.

NOTE: The Results folder is divided into subfolders depending on the value range of the results: **critical, abnormal, normal, or other.**

STEP 2: Double-click the results you wish to view.

NOTE: Before you can endorse results, you must review all the values within the window.

STEP 3: Click the **Create** drop-down arrow; then click the message you wish to create regarding these results, if needed.

STEP 4: After you have created any necessary communications, click the appropriate action in the Action Pane for the item: **Endorse, Save, or Refuse.**

- Endorse indicates you have reviewed and taken any necessary actions on the results, Save allows you to address the results later, and Refuse allows you to reject results that were received in error.

NOTE: If you click Refuse, you need to document a reason why in the Reason field.

STEP 5: Click OK & Close to complete the action for this item and return to the Message Center Inbox.

NOTE: In the Action Pane, you also have the option to click OK & Next to apply your selected action and proceed to the next item in the folder or to click Next, which will leave the item in your Inbox and move to the next item.