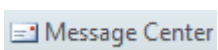
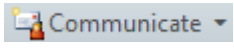
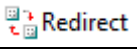
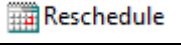
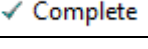
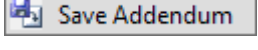
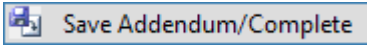
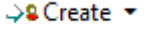
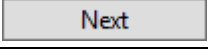
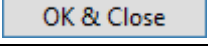
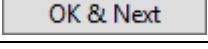
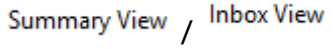

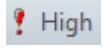
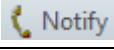
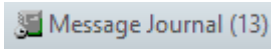

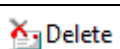

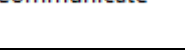

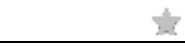

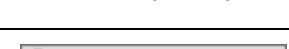



This Quick Reference Guide (QRG) reviews the processes for managing documents using the Message Center.

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 Documents

➤ From the Message Center:

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

STEP 2: Double-click the document you wish to review or sign.

NOTE: To modify preliminary reports prior to signing them, click the **Modify** icon. Once a document is signed, you can only make an addendum, not a modification.

STEP 3: Click the appropriate action in the Action Pane: **Sign** or **Refuse**.

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

NOTE: To forward a document to another provider, complete the following steps:

- Select the Additional Forward Action check box.
- Click the Additional Forward Action drop-down arrow; then click the appropriate action: Sign or Review.
- Enter the recipient in the To field; then click the Search icon.
- Double-click the appropriate recipient.
- Click OK.
- Enter a comment in the Comments field, if desired.
 - The Comments field should only be used for provider to provider communication.

STEP 4: Click OK & Close.