

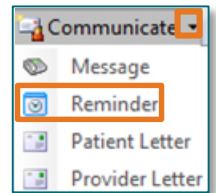
Reminders can be viewed in the Reminders component of the patient's chart or in a recipient's Message Center. Reminders notify staff of actions needing to be done for the patient and/or note the chart of valuable information about the patient.

Creating a Reminder

➤ From within the patient's chart:

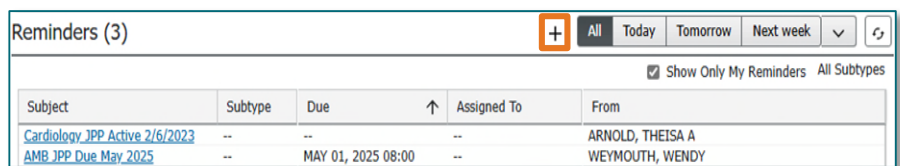
STEP 1: Click the dropdown arrow in the **Communicate** button.

- Select **Reminder**.

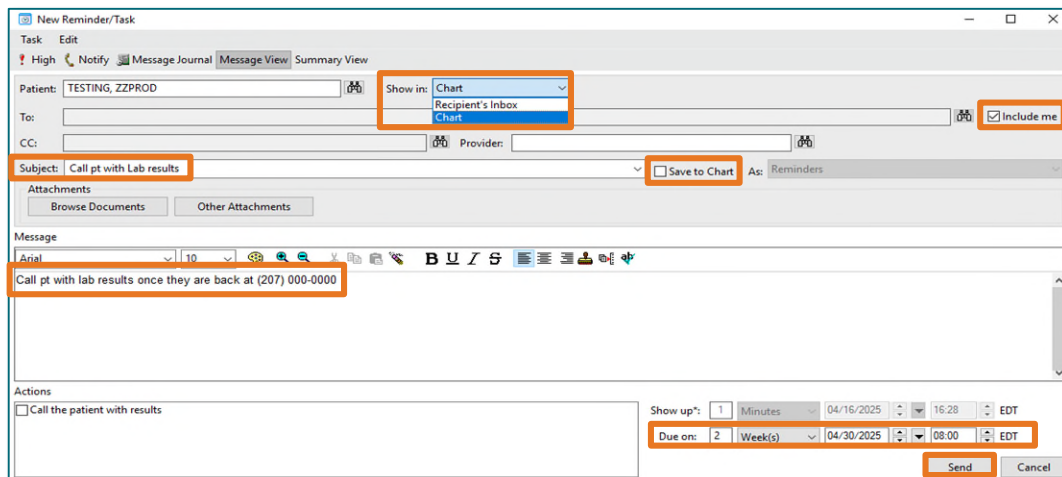


OR:

STEP 1: Click the + button in the upper right corner of the **Reminders** component.



STEP 2: Complete fields within the **New Reminder/Task** window.



New Reminder/Task

Task Edit

High Notify Message Journal Message View Summary View

Patient: TESTING, ZZPROD

To: [Empty]

CC: [Empty]

Provider: [Empty]

Subject: Call pt with Lab results

Attachments: Browse Documents Other Attachments

Message: Call pt with lab results once they are back at (207) 000-0000

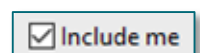
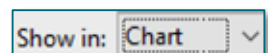
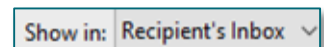
Actions: ☐ Call the patient with results

Show up to: 1 Minutes 04/16/2025 16:28 EDT

Due on: 2 Week(s) 04/30/2025 08:00 EDT

Send Cancel

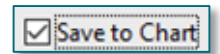
- **Show in:** field
 - Select **Recipient's Inbox** to send Reminders to **Message Center**.
 - Select **Chart** to send Reminders component of the **patient's chart**.
- **To:** field sends Reminders to recipients in message center.
 - Check **Include Me** to quickly include yourself in the recipient list.



NOTE: Adding Reminders to the Reminders component will allow multiple users to view the reminder face up in the patient's chart. Sending a Reminder to Message Center will only alert users included as recipients.

▪ **Save to Chart**

- Select **Save to Chart** to save the Reminder to the documents section of PowerChart as a Final Report.



- When **Save to Chart** is unselected, the Reminder will only display in the Reminders component or Message Center until marked as **Complete**.

▪ **Subject:**

- Type a brief description of the reminder in the **Subject** field.

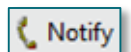
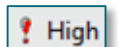
NOTE: When adding Reminders to the Reminders component the subject will display face-up in the patient's chart.

▪ **Message Section**

- Place additional details about the Reminder in the message body as needed.

▪ **Additional Options**

- Click the **High Priority** button in the upper left of the **New Reminder/Task** window to indicate the Reminder as High Priority. This will put a red exclamation mark in front of the subject text.
- If sending via **Message Center**, notify options can be selected by clicking the **Notify** button in the upper left of the **New Reminder/Task** window.
- A **Due Date** can be assigned to the Reminder in the bottom right of the New Reminder/Task window.



Reminders (6)					
<div><div>+</div><div>All Today Tomorrow Next week</div><div>▼</div><div>↺</div></div>					
<div><input checked="" type="checkbox"/> Show Only My Reminders All Subtypes</div>					
Subject	Subtype	Due	↑	Assigned To	From
! Hearing Impaired, speak....	--	--	--	--	WEYMOUTH, WENDY
! Lipid panel yearly	--	MAY 01, 2025 08:18	--	--	WEYMOUTH, WENDY
AMB JPP due April	--	🕒 APR 17, 2025 08:21	--	--	WEYMOUTH, WENDY

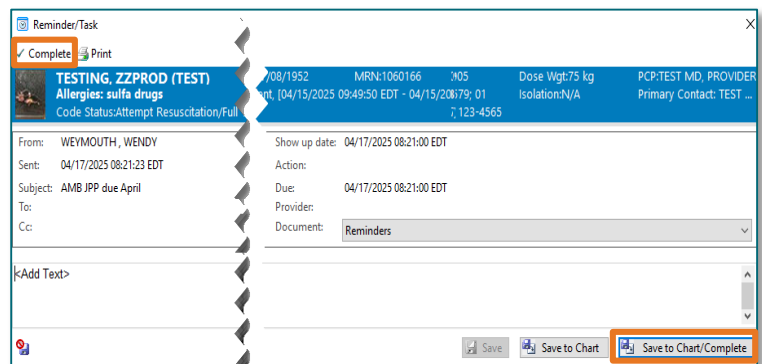
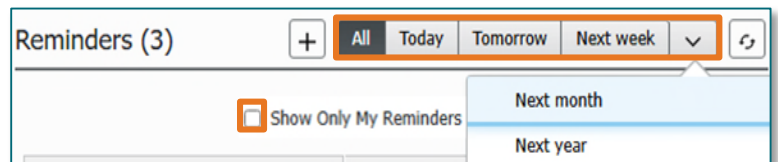
NOTE: If a due date is entered when creating the reminder, the reminder text will show blue until the task is overdue. If no due date is entered or the task is overdue, the reminder text will show red.

STEP 3: Click **Send** when reminder is complete.

Managing Reminders:

➤ From Reminders Component

- Use **All**, **Today**, **Tomorrow**, or **Next week** filter buttons to display desired timeframe.
 - Click the dropdown to select **Next Month** and **Next Year**.
- Deselect **Show Only My Reminders** to see Reminders from other users.
- Click the **Subject** to open the Reminder.
- Click **Complete** when no further action is needed for the Reminder.
- To complete and save a Reminder to the chart, click the **Save to Chart/Complete** button in the lower right of the window.



➤ Message Center Reminders

- Reminders will populate in the **Reminders** section of the recipient's **Inbox**.
- Double-click to open the Reminder.
- Click **Complete** to mark Reminder as completed.
- Click **Reschedule** to change the due date of the Reminder.
- Click **Redirect** to send the Reminder to a different user with a Show up/Due on date.
- Click the **<Add Text>** field in the body of the message to add more documentation. When text is added to a reminder, there are three save options available in the lower right-hand corner of the message:
 - **Save** will save added text and keep the Reminder in an active status.
 - **Save to Chart** will save added text to the patient's chart and keep the Reminder in an active status.

- **Save to Chart/Complete** will save added text to the patient's chart and complete the Reminder.

The screenshot displays a web-based medical reminder interface. At the top, there's a header bar with tabs for 'Reminders' and 'Reminders: TESTING_ZZPROD'. Below this is a toolbar with icons for 'Reply', 'Redirect', 'Reschedule', 'Complete', 'Print', 'Previous', 'Next', 'Mark Unread', 'Inbox View', and 'Summary View'. The 'Complete' button is highlighted with an orange box. The main area shows patient details for 'TESTING_ZZPROD (TEST)' with a profile picture, allergies to 'sulfa drugs', and various demographic and clinical data including DOB, MRN, and insurance. Below the patient info is a section for 'From', 'Sent', 'Subject', 'To', and 'Cc' with corresponding text. To the right of this section are fields for 'Show up date', 'Action', 'Due', 'Provider', and 'Document'. The 'Document' dropdown is set to 'Reminders'. At the bottom left, there's a text input field with a placeholder '<Add Text>' and an orange box around the 'Add Text' label. At the bottom right, there are three buttons: 'Save', 'Save to Chart', and 'Save to Chart/Complete', with the latter two highlighted by orange boxes.