

From the Office of Health Informatics Oracle Health (Cerner)Ambulatory Creating Reminders

April 16, 2025

🚽 Communicate 💌

Message

Reminder Patient Letter

Provider Letter

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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

\triangleright	From with	in the patient's chart:	
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- **<u>STEP 1</u>**: Click the dropdown arrow in the **Communicate** button.
 - Select Reminder.

OR:

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

eminders (3)			+	All Today Tomorrow Next week 🗸		
				Show Only My Reminders All Subtyp		
Subject	Subtype	Due	\uparrow	Assigned To		From
Cardiology JPP Active 2/6/2023			_			ARNOLD, THEISA A
AMB JPP Due May 2025		MAY 01, 2025 08:00				WEYMOUTH, WENDY

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

						_					
New Reminder/Task				-		×					
Task Edit											
📍 High 🐧 Notify 📓 Message Journal 🛛 Message View Summary Vie	w										
Patient: TESTING, ZZPROD	Show in	n: Chart 🗸									
To:		Recipient's Inbox			Include m						
CC		M Provider	*			-					
		Ded Provider.									
Subject: Call pt with Lab results			Save to Chart As: Reminders			× .					
Attachments											
Browse Documents Other Attachments	Browse Documents Other Attachments										
Message	Message										
Arial 🗸 10 🗸 🕲 🔍 🖳 🕅	2 a	B 브 / 윤 🔳 🗏 🖬	aþr								
Call pt with lab results once they are back at (207) 000-0000	Call pt with lab results once they are back at (207) 000-0000										
						~					
Actions				-		- 1					
Call the patient with results			Show up*: 1 Minutes 04/16/2025	➡ 16:28	EDT	- 8					
			Due on: 2 Week(s) v 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**.
- Include me

Show in: Recipient's Inbox

Show in: Chart

- To: field sends Reminders to recipients in message center.
 - Check Include Me to quickly include yourself in the recipient list.
- <u>NOTE</u>: 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.

<u>NOTE</u>: 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)		+ All Today Tomorrow Next week 🗸		
				Show Only My Reminders All Subtypes
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		G APR 17, 2025 08:21		WEYMOUTH, WENDY

- **<u>NOTE</u>**: 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.
- **<u>STEP 3</u>**: Click **Send** when reminder is complete.

Save to Chart

🕴 High

Notify

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.



💿 Rem ✓ Comp	inder/Task plete ≝ Print					×
44.	TESTING, ZZPROD (TEST) Allergies: sulfa drugs Code Status:Attempt Resuscitation/Full	/08/1952 ant, [04/15/2025	MRN:1060166 09:49:50 EDT - 04/15/2	0105 06679; 01 7] 123-4565	Dose Wgt:75 kg Isolation:N/A	PCP:TEST MD, PROVIDER Primary Contact: TEST
From:	WEYMOUTH , WENDY	Show up date:	04/17/2025 08:21:00 ED	r		
Sent:	04/17/2025 08:21:23 EDT	Action:				
Subject	: AMB JPP due April	Due:	04/17/2025 08:21:00 ED	r		
To:		Provider:				
Cc:		Document:	Reminders			~
≺Add Te	ext>					^
	(1)					~
0				🚽 Save	🍇 Save to Chart	Save to Chart/Complete

> 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.

Reminde	Reminders: X Reminders: TESTING, ZZPROD X											
🔩 Reply 🖧 Reply A 🕃 Redirect 🗃 Reschedule 🖌 Complete 📓 Print 🔮 Previous 🖶 Next Combant View Summary View												
44.	TESTING, ZZPROD (TEST) Allergies: sulfa drugs Code Status:Attempt Resuscitation/Full Treatment	myNLH: Yes COVID-19:Not Detected(04/0	Age:72 years Gender:Female 🕣 02/2025 08:58)	DOB:07/08 Inpatient, [eLos:	/1952 04/15/2025 09:	MRN:1060166 49:50 EDT - 04/15/2025 10:05:00	FIN:459360905 . Loc:5BLA; B579; 01 Phone:(207) 123-4565	Dose Wgt:75 Isolation:N/A	kg	PCP:TEST MD, PROVIDER Primary Contact: TEST MD, P		
From:	WEYMOUTH - TEST -03 , WENDY				Show up date:	04/17/2025 08:56:00 EDT						
Sent:	04/17/2025 08:57:21 EDT				Action:							
Subject	call pt with results				Due:							
To:	WEYMOUTH - TEST -03 , WENDY				Provider:							
Cc:					Document:	Reminders				~		
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										*		
%								🖼 Save	Save to Chart	🖏 Save to Chart/Complete		

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.