

From the Office of Health Informatics Oracle Health (Cerner) Millennium Setting Ambulatory Default Location

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Empty Trash Manage Ad Hoc List

It is important to associate the correct location when creating an In-Between encounter as this will ensure tasks and orders populate the correct task lists for staff to manage.

Setting a Default In-Between Encounter Location

- **<u>STEP 1</u>**: Navigate to **Message Center**.
- **<u>STEP 2</u>**: Select **Inbox** menu at the top of the screen.
 - Select Manage Preferences.
 - Set up window opens.



Task Edit View Patient Chart Links Notifications Inbox Help

- **<u>STEP 3</u>**: In the **Behavior Prefs** tab, select **Message**.
- **<u>STEP 4</u>**: Select the location(s) from the **Ambulatory Locations** list.
 - Click Add to move them to the I Typically Work At box.
 - Click **OK**.

eral	Medication Renewal			
sage	Always Reply to Sender			
inder/Letter	Send to the Following:			
onsult Kequest		茚		
	Encounter Creation			
	Ask me for an ambulatory location only	once per session		
	Ambulatory Locations		I Typically Work At (Limit 100)	
	BENTLEY	^ Ad	d ->	
	BFM_B BFPS E			
	BHDEVP_B	<- Ki	emove	
	BHFMB_B			
	BIM			
	BI_T			
	BLAB			
	BNPV B			
	BOC	*		
	Default Location			
		~		

<u>NOTE</u>: To remove location(s), select location from the I Typically Work At box, click Remove.



<u>STEP 5</u>: Click **OK** to confirm that settings saved successfully.

<u>NOTE</u>: Leave the "Ask me for an ambulatory location only once per session" box unchecked if working at more than one location. This will allow a prompt to always ask for the correct location when creating in-between encounters.

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.