

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

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w Sticky Notes 🧐 Change 🚻 Susper

Priority

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Message Center

Inbox Summary

Inbox Provies Pools

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Manage Configuration

Manage Out of Office Manage Pools

Manage Preferences

Query Future Reminders

Show Completed

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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

STEP 1: Navigate to **Message Center**.

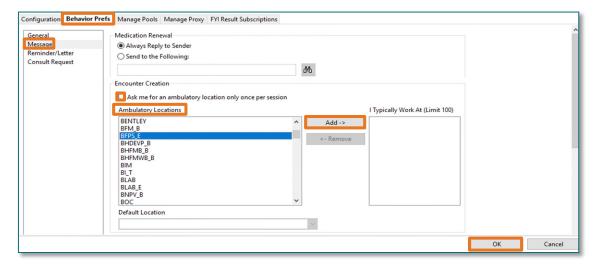
STEP 2: Select **Inbox** menu at the top of the screen.

- Select Manage Preferences.
 - Set up window opens.

STEP 3: In the **Behavior Prefs** tab, select **Message**.

STEP 4: Select the location(s) from the **Ambulatory Locations** list.

- Click Add to move them to the I Typically Work At box.
- Click OK.



NOTE: To remove location(s), select location from the I Typically Work At

box, click Remove.

STEP 5: Click **OK** to confirm that settings saved successfully.

Commit Progress X
Saving letter template...
Saving document types...
Settings saved successfully.

OK

NOTE:

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. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.