

Rehab Therapists (PT/OT/SLP) can forward Certification Letters, Documentation Notes, Preadmission Screening to Inpatient Rehab, and Team Conference Notes within Cerner Millennium. The process below demonstrates how to forward Documentation to a Provider In-System and a Provider Out-of-System.

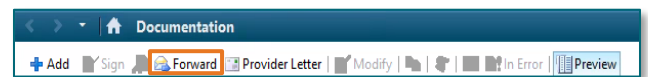
Forwarding a Note or Document to an In-System Provider

Once a document has been completed and signed by the therapist, it can be sent to the in-system provider as needed following these steps:

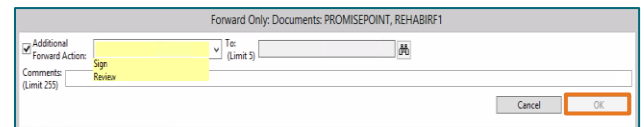
STEP 1: Navigate in PowerChart to the **Menu**, locate and select the **Documentation** link.

STEP 2: Locate and select the form to be sent.

- The form displays in the reading pane on the right and the **Forward** button is now functional above the list of documents.
- Click **Forward**.



STEP 3: In **Additional Forward Action**, select the reason for sending the document, for the provider to **Sign** or **Review**.



STEP 4: In **To**, type the **provider's name** or use the **binoculars** to search for the provider's name.

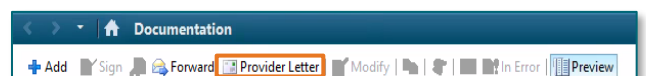
STEP 5: Enter **Comments** if desired, click **OK**.

Forwarding a Note or Document to an Out of System Provider

STEP 1: Navigate in PowerChart to the **Menu** and locate and select the **Documentation** link.

STEP 2: Locate and select the form to be sent.

- The form displays in the reading pane on the right and **Provider Letter** is now functional above the list of documents.
- Click **Provider Letter**.



STEP 3: In the **External Search for Provider** box, type the **Out-of-System provider's name** and click the **binoculars**.

- From the list, double-click the desired provider name. The provider's name will now display under **External Recipients**.

- If the provider's **Mode** of contact is Mail, the **Forward for Print** will become a required field. Enter the name of the person who will be responsible for sending the document in the **To Search** field. If you are the responsible person, enter your name.

NOTE: If the list is lengthy, filter the list by **State** to narrow the search.

- Click **OK**.

STEP 4: Click **Browse Documents** to locate and add the document to be sent to the provider.

- Click the document name and it will display in the reading pane on the right.
- Click the **Attach Full Document** box at the bottom of the document.
- Click **OK**. Document attached will display next to **Browse Documents**.

STEP 5: Add desired message to the body of the message.

STEP 6: Preview as desired by clicking the **Preview** button.

STEP 7: Click **OK** to send the document and the message.