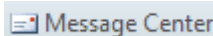
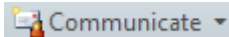
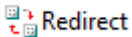
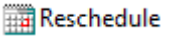
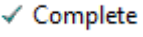
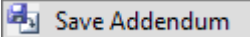
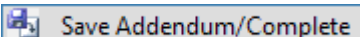
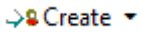
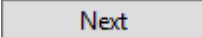
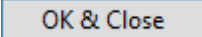
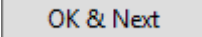
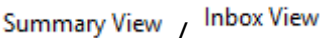
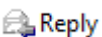

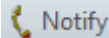
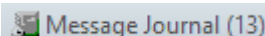

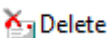
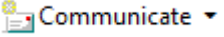
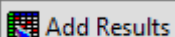


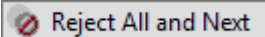
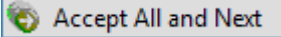



This Quick Reference Guide (QRG) reviews the processes for creating and managing reminders using the Message Center.

Common Buttons & Icons

	Message Center button
	Communicate drop-down arrow (in PowerChart toolbar)
	Redirect button
	Reschedule button
	Complete button
	Save Addendum button
	Save Addendum/Complete button
	Create drop-down arrow
	Next button
	OK & Close button
	OK & Next button
	Summary View and Inbox View buttons
	Reply button

	High Priority button
	Notify button
	Message Journal button
	Search icon
	Delete button
	Communicate button (in Messages toolbar)
	Add Results button
	Favorite icon
	Individual Accept / Reject / Modify order icons
	Reject All and Next button
	Accept All and Next button
	Modify icon

Create and Manage Reminders

Create a Reminder

➤ From PowerChart:

STEP 1: Click **Message Center** in the toolbar.

STEP 2: Click the **Communicate** drop-down arrow; then click **Reminder**.

NOTE: If the patient's chart is open in the background, the patient will populate the Patient field. You can click the **Search** icon next to the Patient field to find and select the appropriate patient, if needed.

STEP 3: Select the **Include me** check box.

NOTE: You can add more recipients in the To field if you want to send the reminder to additional staff.

STEP 4: Update the Subject field, as needed.

STEP 5: Enter the reminder in the **Message** field.

STEP 6: Enter when you want the reminder to appear in the Message Center in the **Show up** fields.

NOTE: If you want the reminder to be done no later than a certain date, document the **Due on Fields**.

STEP 7: Click **Send**.

Manage Reminders

➤ From the Message Center:

STEP 1: Click **Reminders** in the Work Items section of the Inbox.

STEP 2: Double-click the reminder you wish to view.

- To send the reminder to a different Cerner user, click **Redirect**.
- To change the date the reminder shows up, click **Reschedule**.
- To remove the reminder from the Message Center, click **Complete**.

STEP 3: Click **Add Addendum** in the Message field to enter an addendum, if needed.

STEP 4: Click the appropriate action: **Save Addendum** or **Save Addendum/Complete**.

NOTE: **Save Addendum** will save this addendum and keep the reminder in your Message Center while **Save Addendum/Complete** will remove the Reminder from your Message Center and save all to the patient's chart

View Future Reminders

➤ From the Message Center:

STEP 1: Click **Inbox** in the Menu Bar.

STEP 2: Click **Query Future Reminders**.

STEP 3: Select the **All Future Items** check box.

STEP 4: Click **Search**.

NOTE: Double-click a reminder to open it. You can also right-click and select Open. From the right-click menu, you can redirect the reminder to another user or reschedule the reminder to display at a different time.