Northern Light Health

From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Message Center: Create and Manage Reminders

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

Common Buttons & Icons

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

High	**High Priority** button
Notify	**Notify** button
Message Journal (13)	**Message Journal** button
	Search icon
Delete	**Delete** button
Communicate	**Communicate** button (in Messages toolbar)
Add Results	**Add Results** button
	Favorite icon
/ /	Individual **Accept** / **Reject** / **Modify** order icons
Reject All and Next	**Reject All and Next** button
Accept All and Next	**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.**