Message Center Favorite Contacts for Providers, Clinical Staff, and Clerical Staff
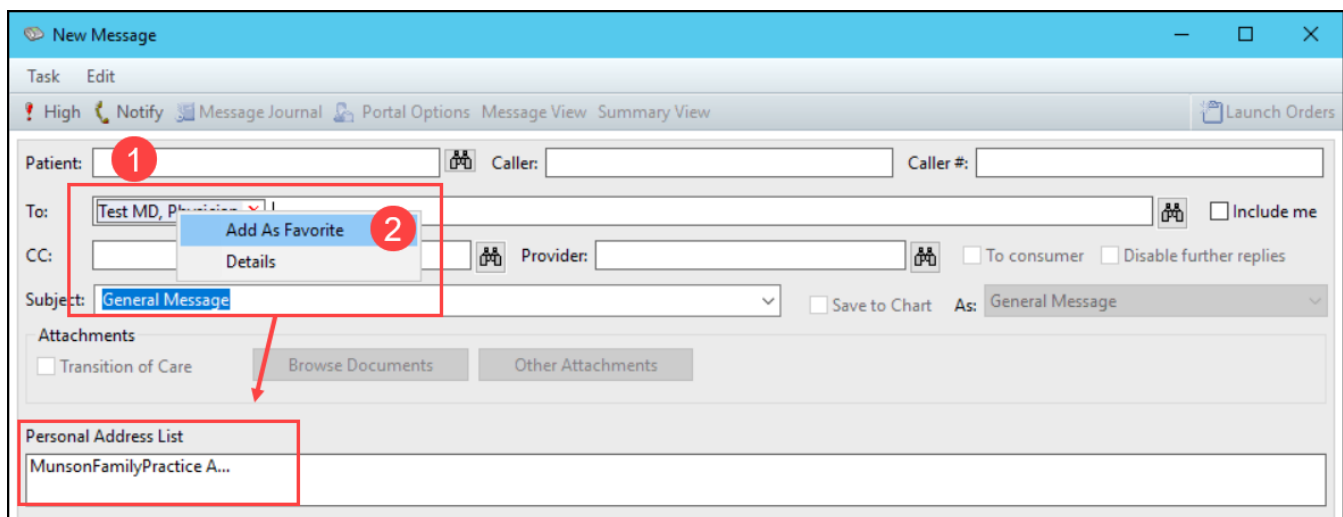
Cerner PowerChart Ambulatory **EDUCATION**

Adding a Favorite Contact in Message Center

To add a Favorite, follow the steps below:

1. Add contact in the **To:** Field.
2. Right click on the contact and select **Add As Favorite**.
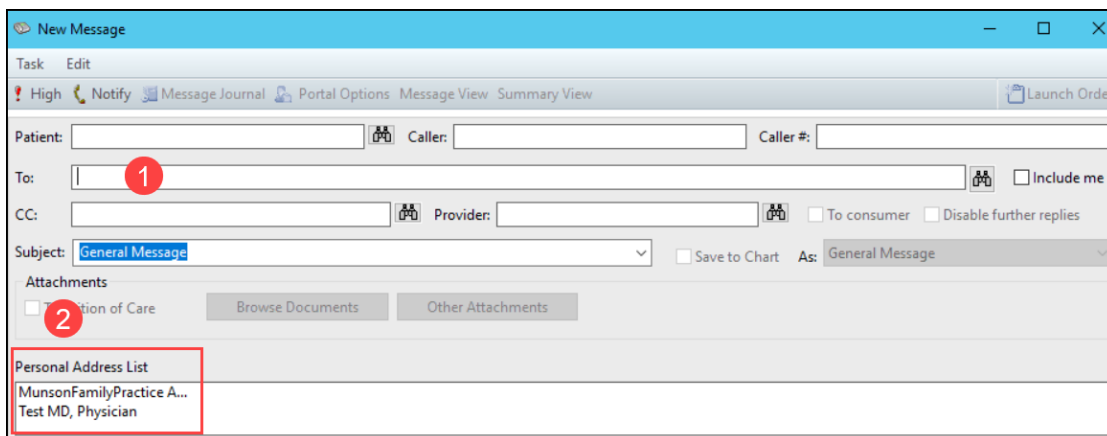3. The contact will be added to the Personal Address List.

Note: Pool groups can also be added as a favorite contact to the Personal Address List.

Using a Favorite Contact in Message Center

1. When creating or responding to a message, click in the To: field. The Personal Address List will appear.
2. Double click on a contact from the Personal Address List. The contact will display in the field where the cursor is located.

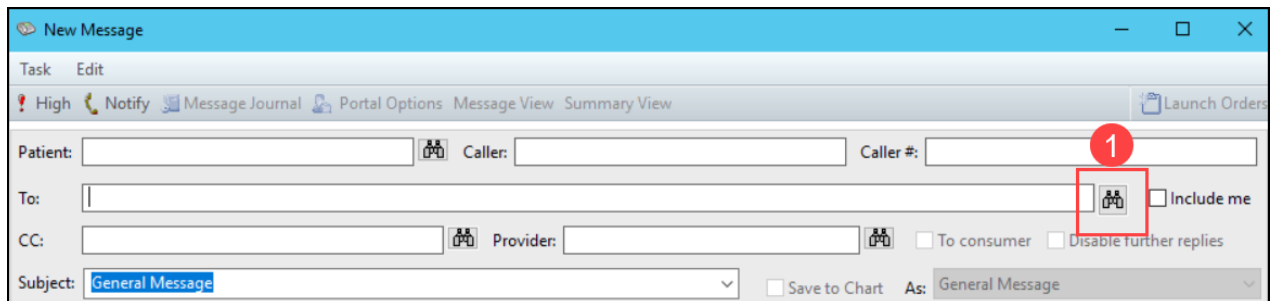**Note**: Personal Address List will also be available from the CC: and Provider: fields.

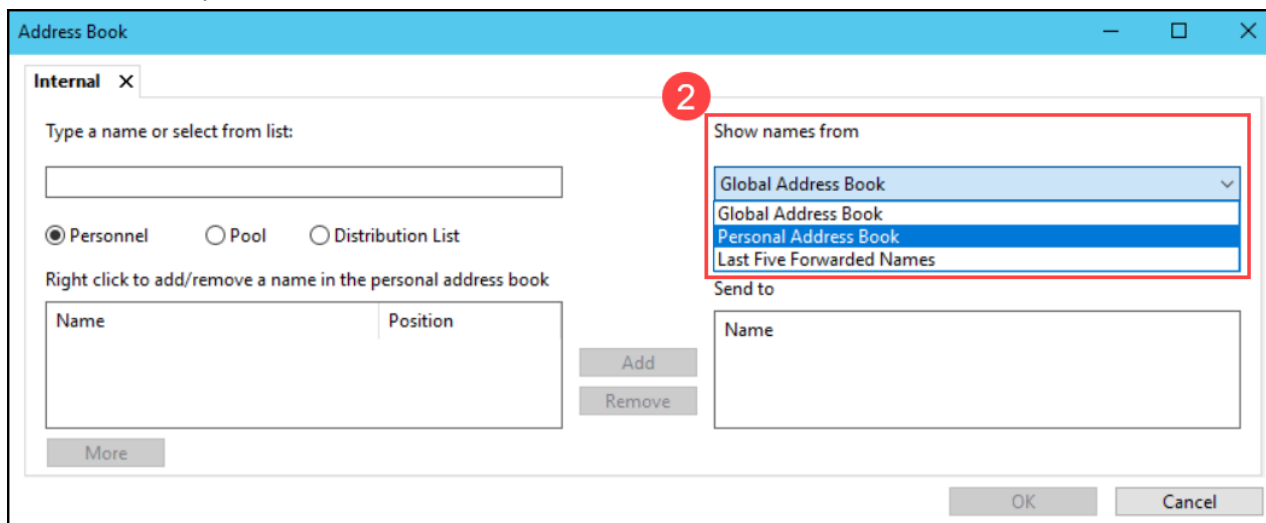# Message Center Favorite Contacts for Providers, Clinical Staff, and Clerical Staff

Removing a Favorite Contact in Message Center

1. To remove a favorite, click on the 🔍 icon.

2. Click on the drop-down under **Show names from** and select **Personal Address Book**.

3. Right click on a contact and select **Remove from Personal Address Book**.
4. Once the desired contact is removed, click **Cancel** to close the window.