

## 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.

| 💿 New Message                                   | – 🗆 X   |
|---|---|
| Task Edit                                       |   |
| 🣍 High 🐧 Notify 🔚 Message Journal 💁 Portal Opt  | ons Message View Summary View 🕆 🖞 Launch Orde |
| Patient: 1                                      | Caller: Caller #:                             |
| To: Test MD, Phaneters and As Favorite          | → □ Include me                                |
| CC: Details                                     | Provider: To consumer Disable further replies |
| Subje <mark>tt: General Message</mark>          | Save to Chart As: General Message             |
| Attachments Transition of Care Browse Documents | Other Attachments                             |
| Personal Address List                           |   |
| MunsonFamilyPractice A                          |   |

## 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.

| 🧆 New             | Message                          |                               |                           |   |               |                   | -          |             | ×       |
|-------------------|----------------------------------|-------------------------------|---------------------------|---|---------------|-------------------|------------|-------------|---------|
| Task B            | Edit                             |                               |                           |   |               |                   |            |             |         |
| 📍 High            | 🕻 Notify 归 Messa                 | ge Journal 🔈 Portal Options 🕴 | Message View Summary View |   |               |                   |            | 省 Launcl    | h Order |
| Patient:          |                                  | M                             | Caller:                   |   | Calle         | r #:              |            |             |         |
| То:               |                                  |                               |                           |   |               |                   | đ٩         |             | de me   |
| CC:               |                                  | (                             | Provider:                 |   | ň             | To consumer       | Disable fu | rther repli | es      |
| Subject:          | General Message                  |                               |                           | ~ | Save to Chart | As: General Messa | ige        |             |         |
| Attach            | ments                            |                               |                           |   |               |                   |            |             |         |
| 2                 | ition of Care                    | Browse Documents              | Other Attachments         |   |               |                   |            |             |         |
| Personal          | Address List                     |                               |                           |   |               |                   |            |             |         |
| Munson<br>Test MD | FamilyPractice A<br>9, Physician |                               |                           |   |               |                   |            |             |         |



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|------------|------------|---------------|---------|----------|
| Removing a | Favorite   | Contact in iv | iessage | e Center |

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

| 💿 New    | Message -   | _    |            | ×      |
|----------|---|------|------------|--------|
| Task     | Edit  |      |            |        |
| 📍 High   | 🕻 Notify 📓 Message Journal 🦾 Portal Options 🛛 Message View Summary View | ť    | Launch     | Orders |
| Patient: | Caller #:   |      |            |        |
| To:      |   | Ь    | Includ     | e me   |
| CC:      | Provider: To consumer Disable   | turt | her replie | s      |
| Subject: | General Message Save to Chart As: General Message                       |      |            | $\sim$ |

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

| Address Book                        |                           |        |                           |    | - |       | ×      |
|-------------------------------------|---------------------------|--------|---------------------------|----|---|-------|--------|
| Internal X                          |                           | 2      |                           |    |   |       |        |
| Type a name or select from list:    |                           | Ŭ      | Show names from           |    |   |       |        |
|                                     |                           |        | Global Address Book       |    |   |       | $\sim$ |
|                                     |                           |        | Global Address Book       |    |   |       |        |
| Personnel     Pool                  | Distribution List         |        | Personal Address Book     |    |   |       |        |
|                                     |                           |        | Last Five Forwarded Names |    |   |       |        |
| Right click to add/remove a name in | the personal address book |        | Send to                   |    |   |       |        |
| Name                                | Position                  |        | Name                      |    |   |       |        |
|                                     |                           | Add    |                           |    |   |       |        |
|                                     |                           | Remove |                           |    |   |       |        |
| More                                |                           |        |                           |    |   |       |        |
|                                     |                           |        |                           | OK |   | Cance | ł      |

- 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.

| nternal X   |        |                       |    |        |   |
|---|--------|-----------------------|----|--------|---|
| Type a name or select from list:                              |        | Show names from       |    |        |   |
|   |        | Personal Address Book |    |        | ~ |
| Personnel OPool ODistribution List                            |        |                       |    |        |   |
| Right click to add/remove a name in the personal address book |        | Send to               |    |        |   |
| Name  |        | Name                  |    |        |   |
| MunsonFamilyPractice Admin Blue/Orange                        |        |                       |    |        |   |
| Remove from Personal Address Book                             |        |                       |    |        |   |
|   | Add    |                       |    |        |   |
|   | Remove |                       |    |        |   |
| More  |        |                       |    | 4      | 1 |
|   |        |                       | OK | Cancel |   |