

Message Center Letterhead Personalizations for Providers

Cerner Ambulatory EDUCATION

Message Center Letterhead

To set a letterhead and signature in the Message Center:

- 1. Click Message Center in the top toolbar.
- 2. Under the Inbox tab in the top toolbar, select Manage Preferences.
- 3. Select the Behavior Prefs tab.
- 4. Click Reminder/Letter.
- 5. Click Header/Footer. A sample letter will pop up.



Setup for	3
Configuration Behavior Pref	Manage Pools Manage Proxy FYI Result Subscriptions
General Message Reminder/Letter Consult Request	Saving To Patient's Chart Automatically attempt to save a reminder to a patient's chart Ask me to confirm the save to chart when: Only When Sending a Reminder
	 Not > No ✓ Automatically Select Current and Previous Results ✓ Include Normalcy Indicator in Letter ✓ Retain the Editor Font for Letter

- 6. Use the drop-down Template menu to select the first template listed.
- 7. Insert two blank lines above all text to allow space for the graphic.
- 8. Highlight and remove the sample credentials and add providers credentials.

Template	Patient	Provider	
Patient Result Letter Template	6	✓	 ✓ Date
Patient Result Letter Template Patient Adhoc Letter Template Provider Letter Template	12	▼ B <i>I</i> <u>U</u> F E E E E E E E E E E E E E	9
		1911日 19111日 19111日 191101110110110101010	Import Graphic
8	Patien's First Name] [Pati [Patient's Date Of Birth (DC [Full Patient Address] [Date] Dear [Patient's First Name] [Ad hoc con [Results (lo [Ordering Physician's First Credentials]	ent's Last Name])B)] I mments (locked field) [cked field)] Name] [Ordering Physician's Last Name] [Ordering Physician's	

9. Click on **Import Graphic**.

a. Navigate to the **M: Drive**.



- b. Select the **DocuVault** folder.
- c. Select the Ambulatory Services folder. Ambulatory Services
- d. Select the Ambulatory Logos folder. Ambulatory Logos
- e. Select an image and click **Open**.



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- 10. Drag or resize the image to fit on the template.
- 11. Click Apply.
- 12. Repeat steps 6-11 for all three Templates: Patient Result Letter Template, Patient Ad Hoc Letter Template, and Provider Letter Template.
- 13. Click **OK** to save. This will return the user back to the Manage Preferences page.

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	(Pat (Pat (Ful	tient's First Name tient's Date Of Bir I Patient Address] [Patient's Last Name] th (DOB)]]		
Page 1/1	Line 1	Column 1	NUM		- + 95%
Prev	iew			13 OK Apply	Cancel

- 14. Click OK to save.
- 15. Click **OK** once settings have been saved.

Configuration Behavior Prefs	Manage Pools Manage Proxy FYI Result Subscriptions	
General Message Reminder/Letter	Saving To Patient's Chart Automatically attempt to save a reminder to a patient's chart Action of the save bart of the save a reminder to a patient's chart	g gerne ff a
	✓ Include Normalcy Indicator in Lett Settings saved successfully. □ Retain the Editor Font for Letter OK	
	14	ок

Note: Users **MUST** complete steps 13-15 or changes will NOT be saved.