

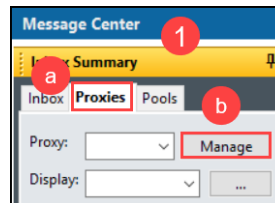
Inbox Proxy Overview

Granting or taking proxy enables a provider or care team member to access, or limit access, to another individual's Inbox. Only an individual with the same credentials, or higher, can perform functions on behalf of the proxied individual. A proxy can perform any actions for which have been granted to them, such as signing, refusing, and forwarding messages and results. The proxied Inbox will look and function the same as the individual's personal Inbox, except that all actions are on behalf of the individual for which is being proxied. All actions performed as a proxy are documented.

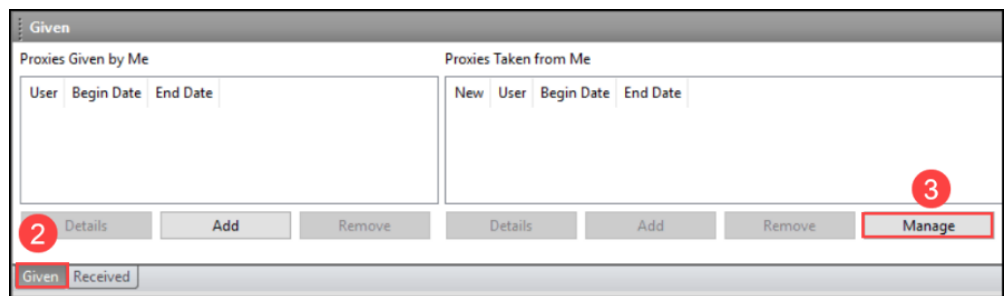
Granting Proxy

To grant access to a Proxy, follow the steps below:

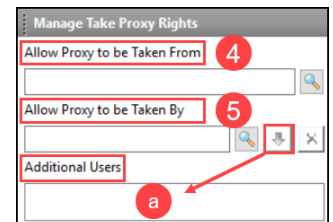
1. Navigate to the Message Center.
 - a. Select the Proxies tab.
 - b. Click Manage.



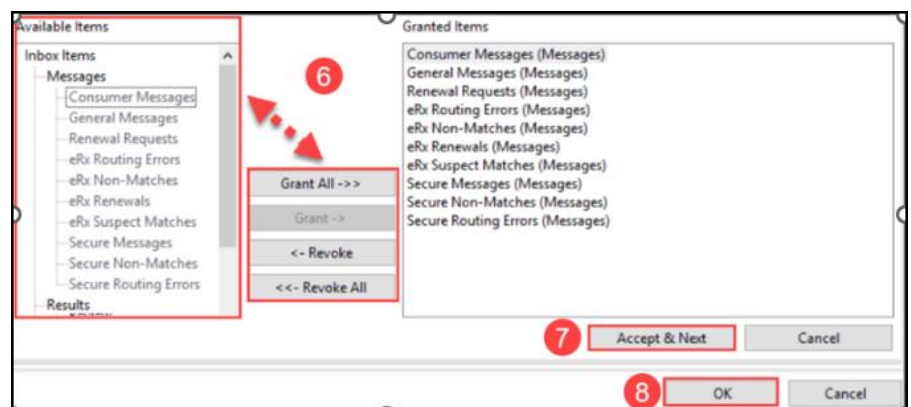
2. Click the **Given** tab at the bottom of the Proxy Setup window.
3. Select **Manage**.



4. In the **Allow Proxy to be Taken From** box, enter the name of the user to be proxied.
5. In the **Allow Proxy to be Taken By** box, enter the name of the user taking proxy.
 - a. Click on the down arrow icon after each addition to move the user to the **Additional Users** section.



6. Click **Grant All** to grant all Available Items or click **Grant** for each individual item needing to be granted.
7. Click **Accept & Next**.
8. Click **OK**. Then **OK** again from the pop-up window.



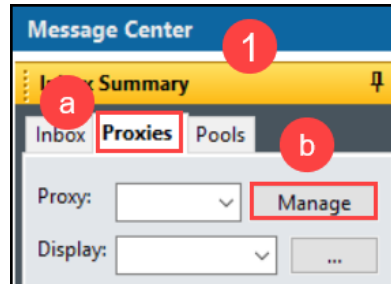
Message Center Proxy for Providers, Clinical Staff, and Clerical Staff

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Taking Proxy

To Proxy into an inbox follow the steps below:

1. Navigate to Message Center.
 - a. Select the Proxies tab.
 - b. Click Manage.
2. Click the **Received** tab.
3. Click **Add**.
4. In the **User** field, click the dropdown to select the user that proxy is being taken.
5. Specify the following:
 - a. **Begin Date and Time.**
 - b. **End Date and Time.**
6. Either click **Grant All** or **Grant** (if individual items are to be granted).
7. Click **Accept & Next**.
8. Click **OK**. Then **OK** again from the pop-up window.



Note: The user being proxied will receive a notification in their Message Center inbox stating that proxy was taken.

