

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

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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.

Message Cente

Proxy:

Display

Proxies Pools

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.

Given									
Proxies Given by Me P			Proxies Taken from Me						
User	Begin Date	End Date		New	User	Begin Date	End Date		
									3
2	Details	Add	Remove	۵	etails)		Add	Remove	Manage
Given	Received								

- 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.



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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.

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- 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.

Message Center						
	Summary	,		ą		
Inbox	Proxies	Pools	b			
Proxy:		~	Manage]		
Display	/:		~			

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

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Proxies Received by Me		Proxies Taken by	Proxies Taken by Me				
User Begin Date End Date		User B Ambrnipn, 3 1 Ambrnipn, 4 1	egin Date 2/22/2022 3:41:00 PM EST 2/22/2022 3:44:00 PM EST	End Date 1/22/2023 3:36:00 PM EST 1/22/2023 3:43:00 PM EST			
Details Add Remove		Details	Add	Remove			
Given Received							
New Taken Proxy		_					
User	Available Items			Granted Items			
Ambrnlpn, 3 v Begin Date 12/22/2022 v IS45 EST End Date 01/22/2023 v IS45 EST	Other Other Occuments Review Sign Letters to Print Results FYI Abnormal Orther Work Items Reminders Paper Based Documents Saved Documents Notify Receipts Trash Sent Items		Grant All Grant - Revol	Messages Consumer Messages General Messages Renewal Requests eRx Non-Matches eRx Non-Matches eRx Suspect Matches Secure Rossages Secure Routing Errors Results Abnormal Critical Normal Other Documents Review Sign	Letters to Print Results FYI Abnormal Critical Notmal Other Reminders Paper Based Documents Saved Documents Notify Receipts Trash Sent Items		
					7 Accept & Next		
p					8 ок		