

# Reminder Message Use for Providers and Clinical Staff

### Cerner PowerChart Ambulatory EDUCATION

#### **Reminder Message Creation Location**

Reminders are used by staff to remind another staff member or themselves to follow-up on an item related to a specific patient (ex: calling the patient about test results) or an item not related to a patient (ex: call Practice Manager about next month's schedule).

Reminder messages can be created from:

 The Communicate drop-down selection either while in a patient's chart or not.

P PowerChart Organizer for Eduphys, 1								
Task Edit View Patient Chart Links Notifications Inbox Help								
🗄 🛉 Patient List 🚮 Home 🖃 Message Center 🌇 Dynamic Worklist 🌇 Referral Management 🔢 Invitations 🛛 Tracking Board 🜇 Physician Handoff 🌷								
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. ,	AMBCERNRES		Pending	RAD	Auth (Verified)	Eduphys, 1		
Inbox Items (7)								
📮 Results (1/1)								
Other (1/1)								
Kesults FYI								

2. Message Center by clicking the Communicate icon and selecting the Reminder option from the drop down.



3. The Ambulatory Workflow in Provider View or Nurse view by clicking the blue plus sign in the Reminders Component.

CERNED, TARA × CERNED, TARA DOB:5/22/1955	Age:67 ye	ears Sex:Female		List      The Allergies: Latex, No Known Medication Allergies  PortalPatient Declined
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Reminders (1)		Reminder Message		Lambert DO, Timothy R
Goals and Inter Component	ventions	Goals and Interventions Co		+ All Visits
Health Concerns	s			
🙁 Clinical Medi	ia			



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### **Reminder Message Creation**

In the New Reminder/Task window, complete the necessary information as these items do not all have to be filled out for reminders:

- 1. Patient (if the reminder is related to a patient).
- 2. Show in (defaults to Recipient's Inbox and Patient Chart is the other option).
- 3. To: enter reminder recipient (Click Include me check box if responsible for reminder).
- 4. CC.
- 5. Provider.
- 6. Subject: Enter a free text subject line or pick a generic Reminder message from the drop down.
- 7. Save to Chart (defaulted to save; uncheck if message does not need to be saved to the chart).
- 8. Enter a reminder message in the Message section.
- 9. Select a date for when the reminder should appear in the patient's chart or the recipient's inbox as a Reminder.
- 10. Select a due date, if necessary.
- 11. Click Send when finished.

New Reminder/Task	- 🗆 X							
Task Edit								
P High & Notify J Message Jo Message View Summary View								
Patient: CERNED, TARA 🕅 Show in: Recipient's Inbox								
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Note: Reminders can be given a high priority								
status. There are also customized notification								
settings and Auto Text features available.								
	11 Send Cancel							



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#### Reminder Message Viewing

Reminder messages reside in the Reminders folder of the Work Items section of the Message Center inbox if the reminder has been sent to the recipient's inbox.

CERNED, TARA									
Message Center									
Inbox Summary 7	Reminders X								
Inbox Proxies Pools	Sommunicat	e 🔹 🚔 Open   🖻	Reply 🙆 Repl	ly All 📳 Redirect 🛙	Reschedule 🖌 Co	omplete 📓 Me	essage Journal   🛼 S	elect Patient   🗮 Sel	ect All
Display: Last 60 Days	Assigned	Create Da 🗸	Due Date	From	Patient Name	Priority	Provider	Show Up Date	Status
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Saved Documents Paper Based Documents (2/2) Reminders (1/1) Documents to Dictate									

Reminder messages are also found in the Reminders Component in the Ambulatory Workflow in a patient's chart.

- 1. Click the Reminder Message link in the Component to view the message, add addendum, redirect, reschedule, or complete and/or print.
- 2. Uncheck the box next to Show Only My Reminders to view all reminders entered on the patient.

Reminders (2)	3		+ All Today Tomorrow Next week 🗸 <table-cell></table-cell>
			2 Show Only My Reminders All Subtypes
Subject	Su	٥.	From
Reminder Message			Eduphys, 1
Reminder Message			Lambert DO, Timothy R