

Broadcast Messaging for Ambulatory Practice Managers and Patient Care Techs

Cerner PowerChart Ambulatory JOB AID

Summary: Ambulatory practices participating in the Patient-Center Medical Home program can send broadcast messages to patients using the Dynamic Worklist.

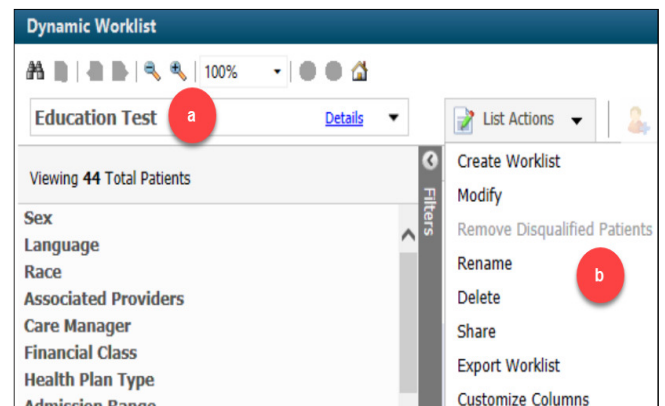
When: Effective immediately.

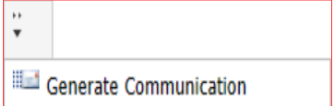
Support: Ambulatory Informatics at 231-392-0229.

Broadcast Messaging

1. Navigate to Dynamic Worklist 

- a. Use an existing Dynamic Worklist
- or
- b. Create, or Modify a Dynamic Worklist



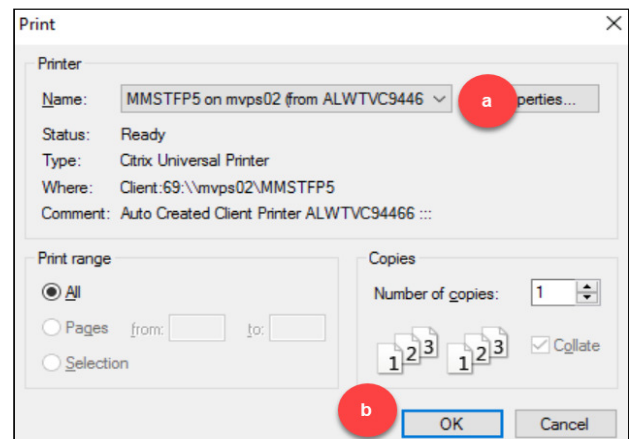
2. Click Generate Communication 

- a. Select **Subject**.
- b. **Save To Chart** checkbox (defaulted).
- c. **Note Type**, select appropriate option.
- d. **Send on Behalf of** defaults to the user who is logged in. This can be changed to the provider name.
- e. **Name** defaults to the user logged in.
- f. Use **Sender Address Type** for printed letters only.
- g. Compose message, auto text functionality available here.
- h. Click **Generate**.

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3. A print dialog box will appear. For patients without a patient portal, you may print the composed message to be mailed. To continue:
 - a. Select printer.
 - b. Click **OK**.



NOTE: The composed message will be sent to patients with a patient portal in addition to printing those without a patient portal to the selected printer. To review, select **View Summary**.

