MUNSON HEALTHCARE

Cerner PowerChart Ambulatory **EDUCATION**

Pocket Reference

Audience: Providers, Clinical Staff, and Clerical Staff

Updated: January 30, 2023, BPJ

Message Center: Creating a Message

1	From the top toolbar, click the Communicate drop-down arrow.
2	Select Message.
3	Fill in all the appropriate fields.
4	To search for a patient, click on the binocular icon.
5	If step 1 is done within a patient chart, the patient's information will auto populate into the message.
6	If the message is to be communicated to another care team member(s), enter the recipient's name(s) or the pool name in the **To:** field. If the message does not need to be sent, and only needs to be documented into the patient's chart, leave the **To:** field blank.
7	If the message contains patient information, enter the responsible physician in the **Provider:** field.
8	Select or type the subject to indicate the subject of the message content.
9	Click Send.

Clinical EHR Education Website Reference: Message Center Guide

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Message Center: Replying to a Message

1	While in Message Center, open the desired message.
2	To respond to the message, click Reply, Reply All, or Forward.
	Add any needed recipients in the **To:** field. To document information in the patient chart without sending the message to another recipient, leave the **To:** field blank.
3	Add an addendum to the message to respond to the message or document in the patient's chart.
4	Click Send.

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