


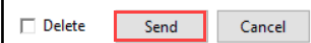

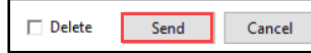


**Message Center: Creating a Message**

|   |   |
|---|---|
| 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 <b>To:</b> field. If the message does not need to be sent, and only needs to be documented into the patient's chart, leave the <b>To:</b> field blank. |
| 7 | If the message contains patient information, enter the responsible physician in the <b>Provider:</b> 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

**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 <b>To:</b> field. To document information in the patient chart without sending the message to another recipient, leave the <b>To:</b> 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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