

Transition of Care Message Creation for Clerical and Clinical Staff

Cerner PowerChart Ambulatory EDUCATION

Creating a TOC Message

- 1. Click on the Communicate button in the top tool bar.
- 2. Click on the Binoculars to search for a patient's name.



- 3. Search for patient name.
 - a. Highlight correct patient name.
 - b. Select correct encounter.
 - c. Select OK.

lecent Persons												
Last Name:	Name		Deceased	MRN	Se	x	Birth D)ate	Age	CMRN	Prima	ny Care Physicia
ambcern 3	AMBCERNPRAC,	MEGAN	a	AE416911	5 Fe	male	5/5/19	48	74 Years		Lamb	ert DO, Timothy
//****	-		_									
Disease Manakana												
Phone Number:												
	FIN NBR	Nurse Unit	mily Practice	Center 4	Room	Bed	VIP	Disch	Date En	ic Type		Med Service
Search Reset	FIN NBR AE0056006495 AE0056006494	Nurse Unit Munson Fa Munson Fa	amily Practice amily Practice	Center Center	Room	Bed	VIP	Disch	Date En Cli	ic Type nic Between Vi	isits	Med Service

- 4. Add Fields: To, Provider and CC if applicable by Selecting the Binoculars and searching.
- 5. Click the Subject drop-down and select TOC.
- 6. Add additional attachments by clicking on the Browse Documents button.
- 7. Click the Transition of Care check box and select any appropriate encounter information to add to the message.
- 8. Add additional information to the body of the message by clicking in the white space.
- 9. Click Send.

	📍 High	🕻 Notify 📓 Message Journal 🚡 Portal Optior	s Message View Summary View			Taunch Orders				
	Patient:	AMBCERNPRAC, MEGAN	Caller: AMBCERNP	RAC, MEGAN	Caller #: H (231) 885-8585					
4	То:	MunsonFamilyPractice Care Manangement X				ក្រុំងំ 🗌 Include me				
	CC:	4	<u>م</u>	Provider: 4	📩 🗌 To consumer	Disable further replies				
	Subject:	тос		5 v	Save to Chart As: General Message	~				
7	Attach	ments sition of Care Browse Documents	6 ther Attachments							
U	<u>(2/15/2</u>	022) Consultation Note X (1/5/2023) Continuity o	Care Document X							
	Message									
	Arial	✓ 10 ✓	🔍 🐰 🖻 🖻 🕱 🖪 🖳 Z 🗄	S 🖹 🗮 🗏 📥 🕬 🏘						
		8	Munson Healthcare Patient Report(s) Cover Sheet			^				
	The documents and information accompanying this cover sheet contain confidential information belonging to the sender, which is legally privileged. It is intended only for the confidential use of the individual's names in the report. If the reader of this information is not the intended recipient or any agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution or copying of this information is strictly prohibited.									
	Munson 224 Park	Healthcare Paul Oliver Memorial Hospita Ave., Att: Medical Records Dept., Frankfort, MI 49	l (231) 352-2219 635			¥				
					9	Send Cancel				



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Failed Delivery-Bounce Back

Direct Email Transition of Care (TOC) Failed Delivery – Bounce Backs

Within Message Center:

- 1. Click on the Pools tab and select the practice Admin Pool. Check the Admin pool for Secure Routing Errors.
- 2. Double-Click to open and view the list of Failed Recipients.