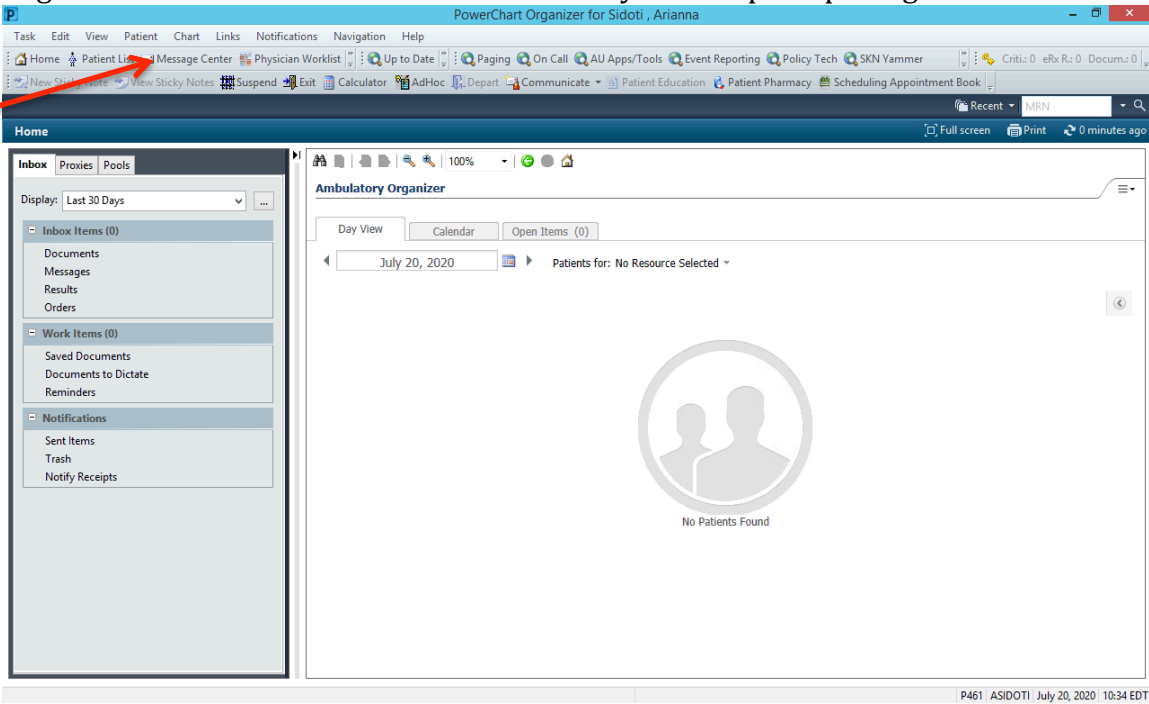
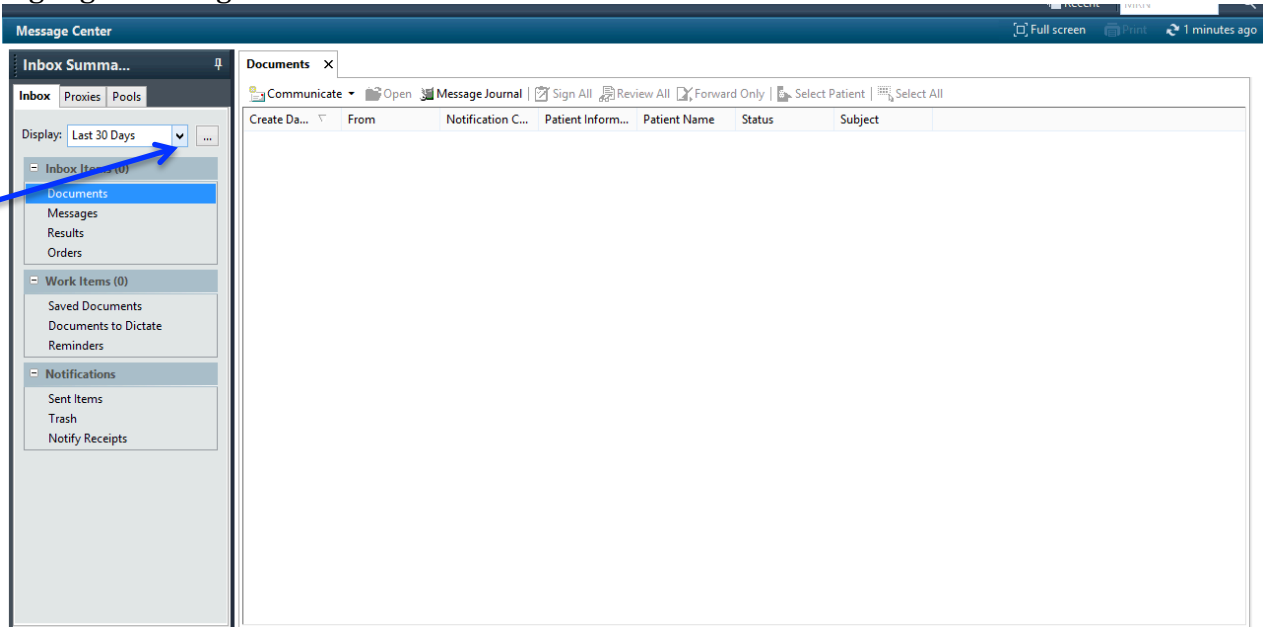


Message Center Guide

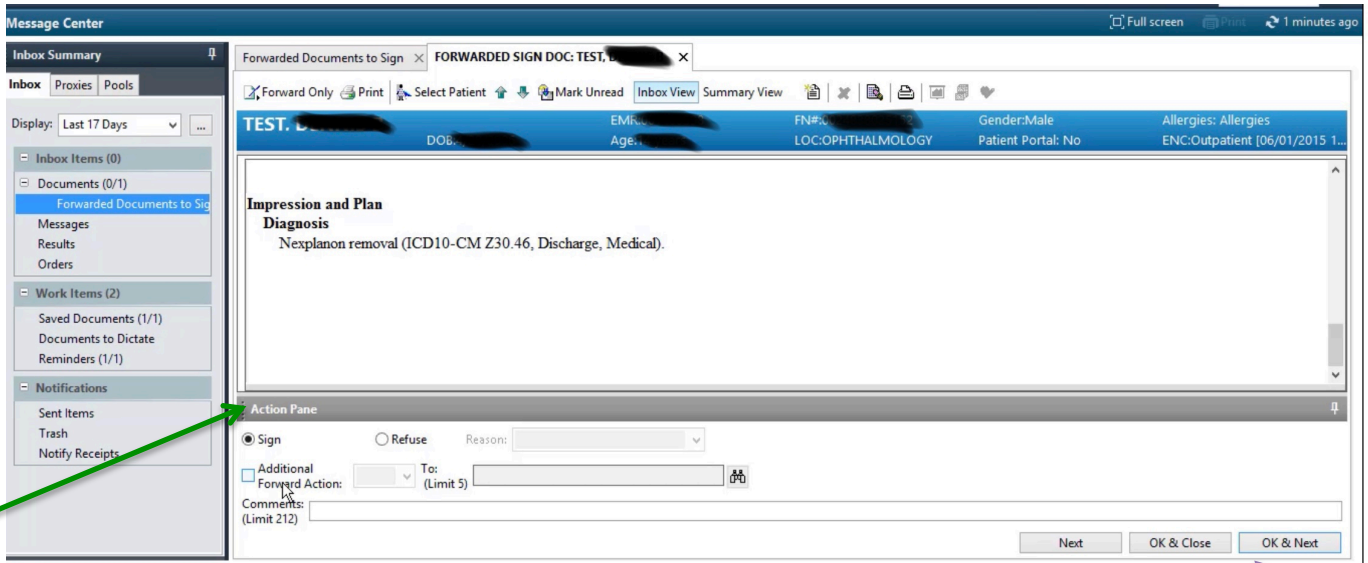
1. Log In to PowerChart. This will be the screen you see upon opening:



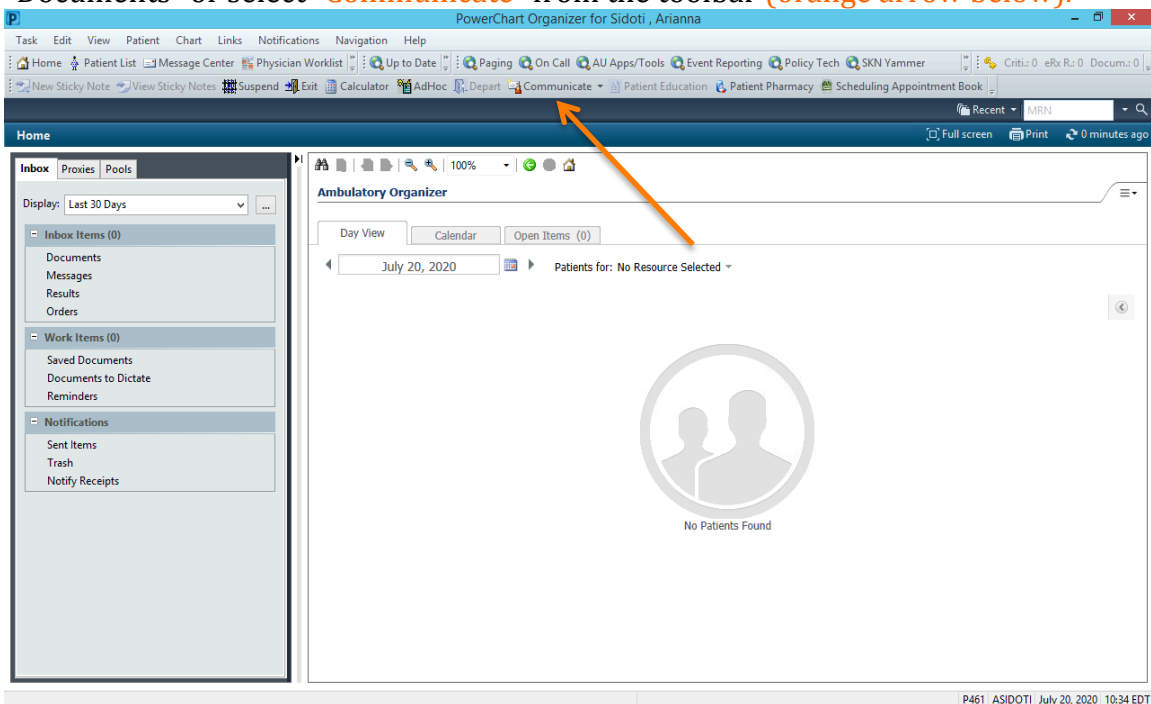
2. Click **“Message Center”** for full-screen view (red arrow above)
3. Click the drop down arrow under **“Display”** to **change the date range** (blue arrow below)
4. Note that Documents in need of signatures/review will appear under **“Documents”** as highlighted in lighter blue below



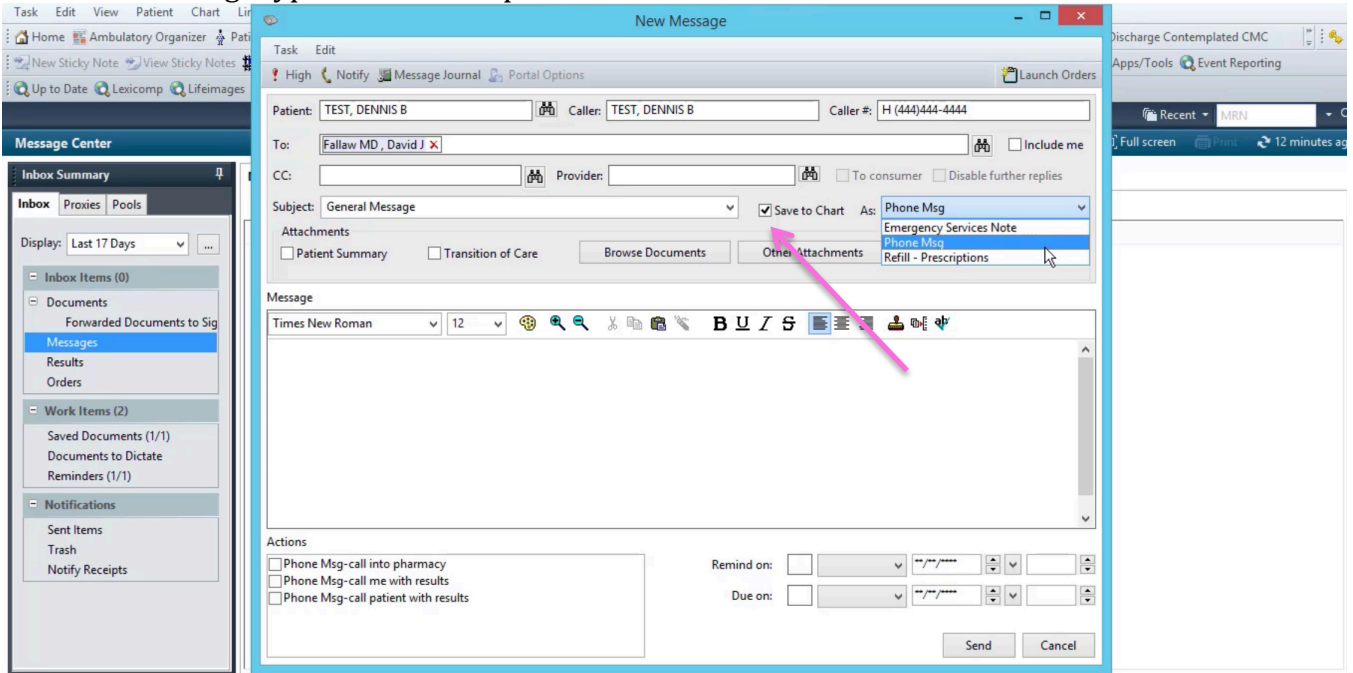
- Upon opening a document, you will have access to the note. Scroll down to the bottom of the page and you will see an “Action Pane” (Green arrow below). Here you will either sign, refuse or forward to alternate provider. Note that if you “refuse,” you must provide an explanation. Note that if you click “Additional Forward Action” you will type in the provider’s name.



- At the bottom of the document, “OK” will provide a signature. “Next” will go to the next document without a signature (purple arrow above).
- To send a message or reminder to a patient, you can click “Messages” underneath “Documents” or select “Communicate” from the toolbar (orange arrow below).



8. To send a message, click “Communicate” then “message.” You will search for the patient’s name and the provider’s name. If you “Save to Chart” (pink arrow below) you will have to select the message type from the drop-down.



9.