CREATING A NEW MESSAGE

1.	Within PowerChart, click **Message Centre** on the Toolbar.
2.	Click the down arrow by **Communicate** and select **Message** from the list.
3.	Enter the patient's last name in the Patient box and click the binoculars to search for the patient.
4.	The Patient Search window opens. Select the patient and encounter and click OK.
5.	The patient's name is automatically entered in the Caller box. If the caller is not the patient, enter his or her name and phone number in the **Caller**: and **Caller** # boxes.
6.	Enter the recipients in the To: and CC: boxes by entering the first few letters of their last name and clicking **Search** for pressing Enter. To include you, select **Include me**.
7.	Enter or select a subject and compose the message. If saving the message to the

	record, confirm the document type is appropriate.	
8.	If necessary, set a reminder or due date for the message and select any additional messaging options.	
9.	When you have completed the message, click **Send.**	