

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.

Patient:
4. The Patient Search window opens. Select the patient and encounter and click OK.

Name	Date of Birth	Age	MRN	NHS Number	Address	Address (2)	Postcode	Phone	Registered GP
ZZZTEST, HCA	01/Jan/68	51 Years	925785		Buckingham Palace		SW1A 1AA		NotKnown GMP

FIN NBR	Visit Id	Enc Type	Treatment Function	Est Arrive Date	Reg Date	Disch Date	Ward	Consultant
4451883	15550907	Inpatient	General Medicine		04/Feb/2019 11:07		RD8-GH THEAT	Ali, Asif
4451103	15550152	Inpatient	Diagnostic Imaging		03/Feb/2019 16:44	03/Feb/2019 16:45	RD8-GH THEAT	TEST, Cor
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.

Patient: Caller: Caller No.:
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**.

To: Include me

CC: Clinical Staff:
7. Enter or select a subject and compose the message. If saving the message to the

	<p style="text-align: center;">record, confirm the document type is appropriate.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Subject: General Message <input checked="" type="checkbox"/> Save to Record As: Phone Message</p> </div>
8.	<p style="text-align: center;">If necessary, set a reminder or due date for the message and select any additional messaging options.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Actions</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Phone message call me with results <input type="checkbox"/> Phone message call the charge nurse with <input type="checkbox"/> Phone message call the nurse with result <input type="checkbox"/> Phone message call the ordering physicia <input type="checkbox"/> Phone message call the patient with resu <input type="checkbox"/> Phone message call the pharmacy with res <div style="float: right; margin-top: 10px;"> <p>Remind on: <input type="text" value="2"/> day <input type="text" value="24/02/2019"/> <input type="text" value="1538"/></p> <p>Due on: <input type="text" value="1"/> week <input type="text" value="01/03/2019"/> <input type="text" value="1538"/></p> <p style="text-align: right;"><input type="button" value="Send"/> <input type="button" value="Cancel"/></p> </div> </div>
9.	<p style="text-align: center;">When you have completed the message, click Send.</p>