CREATING A NEW REMINDER

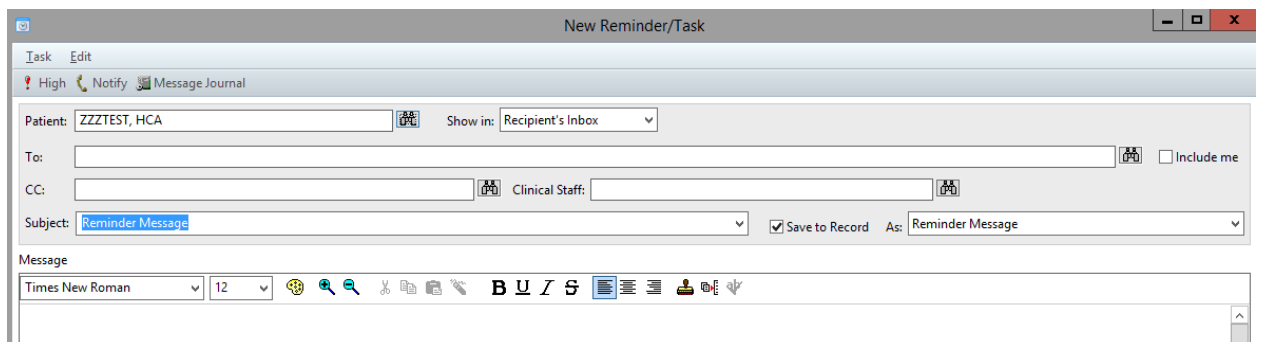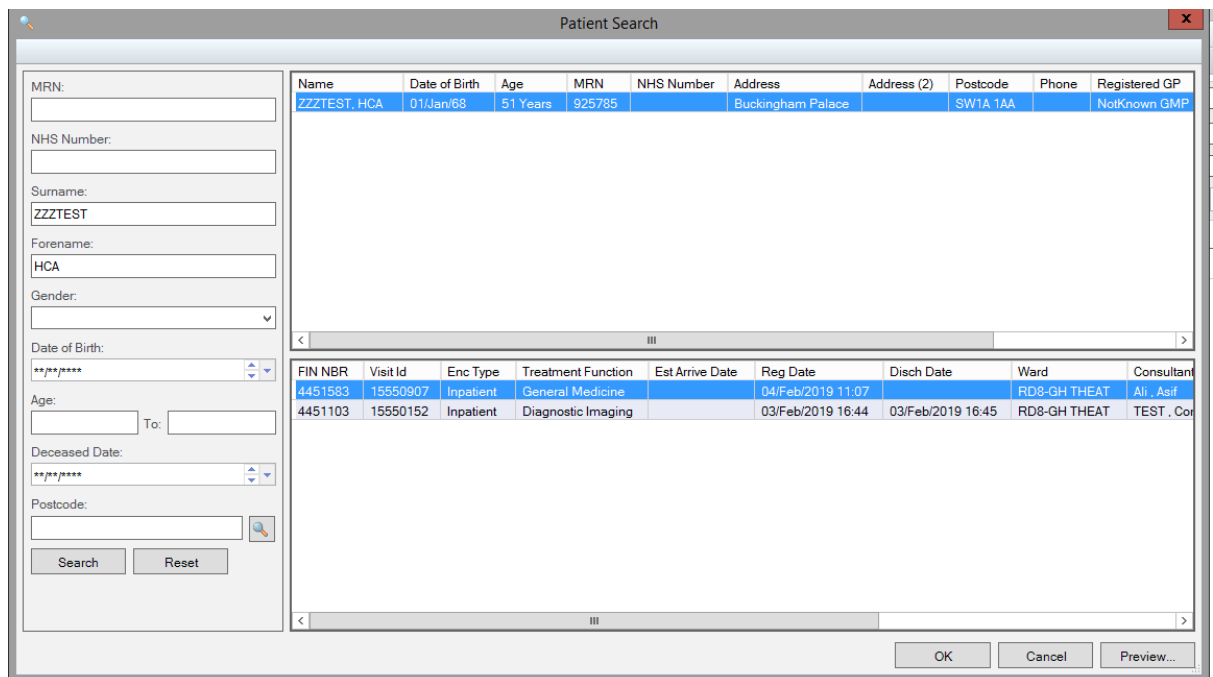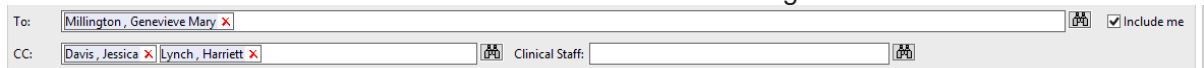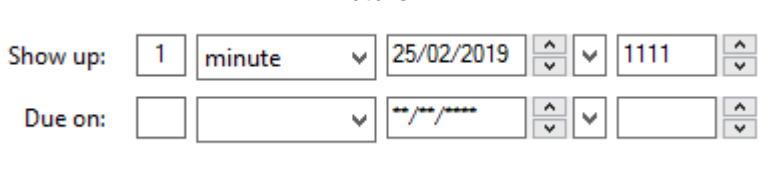| 1.	Within PowerChart, click **Message Centre** on the Toolbar. Reminders help to ensure that patient care activities for a specified patient are carried out at a later time.
2.	Click the down arrow by **Communicate** and select **Reminder.** Messages X Communicate ▾
3.	Enter the patient's last name 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.
5.	Select an option from the **Show In** list. Selecting **Recipient's Inbox** sends the reminder to the

	recipients designated in the To: and CC: boxes; selecting **Record** sends the reminder to the selected patient's document section of the Record.
	Patient: ZZZTEST, HCA Show in: Recipient's Inbox
6.	If sending the reminder to another user, enter the recipients in the To: and CC: boxes by entering the first few letters of their last name and clicking **Search** To: Millington , Genevieve Mary ✕ ☑ Include me CC: Davis , Jessica ✕ Lynch , Harriett ✕ Clinical Staff:
7.	Enter or select a subject and compose the message of the reminder.
8.	Enter the Show Up or Due On time for the reminder. The Show Up time defaults to one minute in the future. Show up: 1 minute 25/02/2019 1111 Due on: **/**/****
9.	**Note:** When setting a reminder, two options can be set: **Show Up**: The Show Up, date sets the date when the reminder appears in the recipients Inbox. This option does not apply if the reminder is sent to the patient's record. **Due On**: The Due On date sets the due date for the reminder. Reminders that are overdue are indicated in the red. **Note:** A reminder's Show Up on and Due On dates can be set in one of two ways: By the number of days/months/of years. Enter an interval for example, 1 Days. The system calculates the Show Up or Due On date. The system calculates the interval.
10.	Select any additional messaging options.
11.	Click **Send**.