

Compass Message Center

Message Center offers the physician the ability to electronically complete paperwork without making a trip to Medical Records/HIM.

Listed below are examples of messages:

- Sign, modify or refuse transcribed/scanned documents
- Approve/refuse verbal, telephone, Med Student orders
- Receive notification of “Documents to Dictate” from HIM
- Communicate with other providers via email messages

The following steps are methods to finish your work via Message Center

Step 1: From the Navigation toolbar and next to Patient List icon is the Message Center icon.



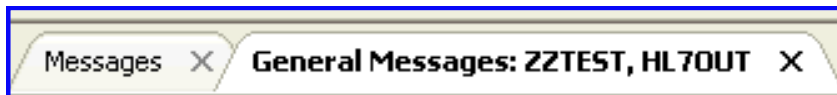
The Message Center Key Notification Icon is available from the navigational toolbar. The numbers next to the document type represents the number of signatures required for that category.



Orders: 3 individual orders requiring the providers signature
DocSgn: 6 individual documents requiring providers signature
Dict 1: 1 dictation required

When the providers work is complete, the icons become dithered.

To close a message, click the black X after the patient name



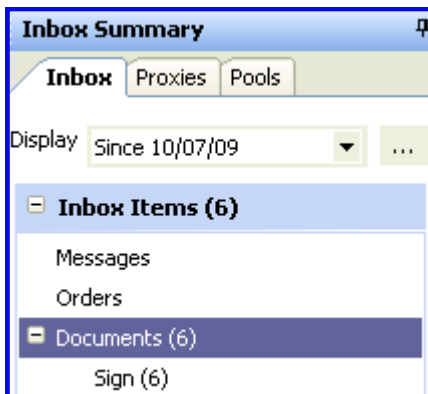
Step 2: Inbox Summary

The default page opens to a menu which is divided into three categories:

Messages – Actions are to respond, delete, or save the message.

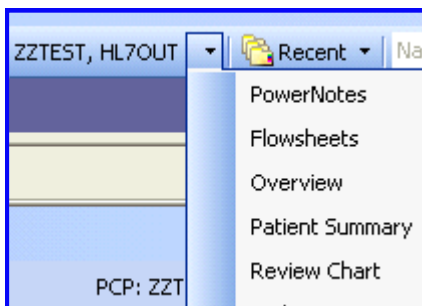
Orders – Select one or multiple orders and take action to sign or refuse.

Documents – Select one at a time for a review, sign, edit, or refuse.

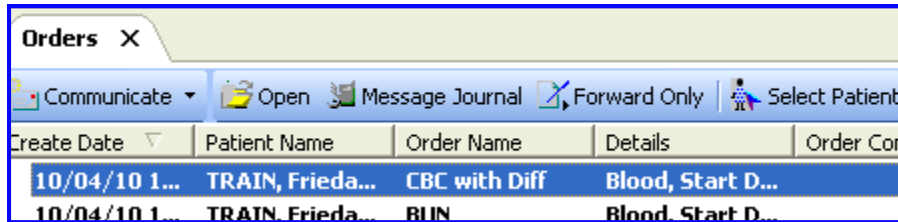


Step 3: Inbox Messages

- Ability to send and receive messages from other providers
- Primary use is for notifications of Post discharge- lab results
- Allows access to the patient’s EMR without leaving the Message Center application
- When you select a message associated with a patient, a link to the patients chart appears in the upper right hand corner of the application.
- Clicking the link displays a drop-down menu allowing you to navigate directly to the correct section of the chart.



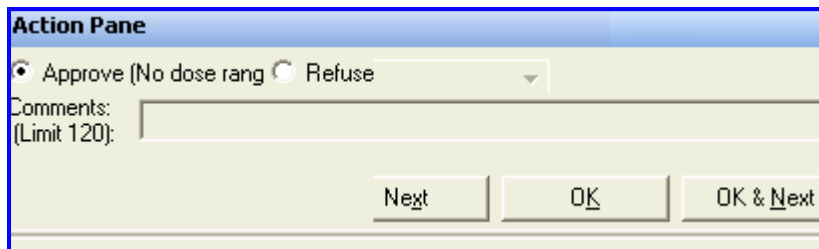
Step 4: Orders to Approve



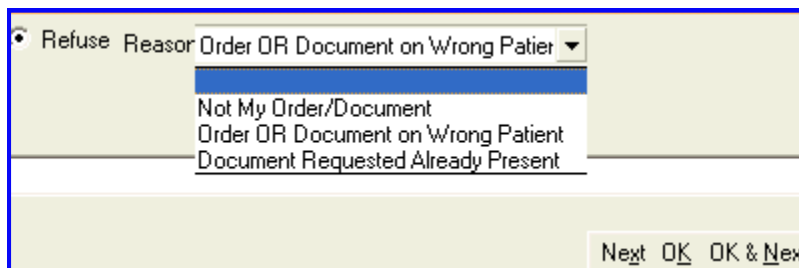
Open an Order Message by selecting one of the options listed below:

1. Double click on the line of the order to open the order window.

To approve-

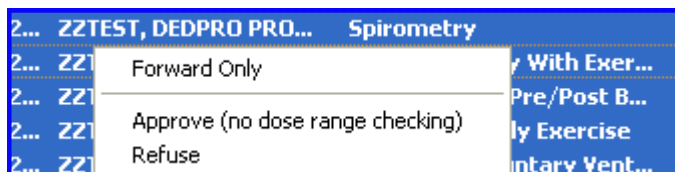


To refuse- select a reason from the drop down options



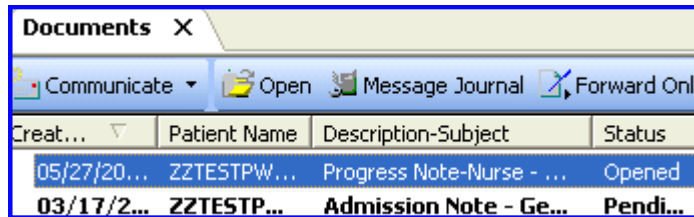
2. Right-click on the order and select Open

To select multiple orders: highlight one order, hold the shift key down, and select another order message. Then right click and select the appropriate action.

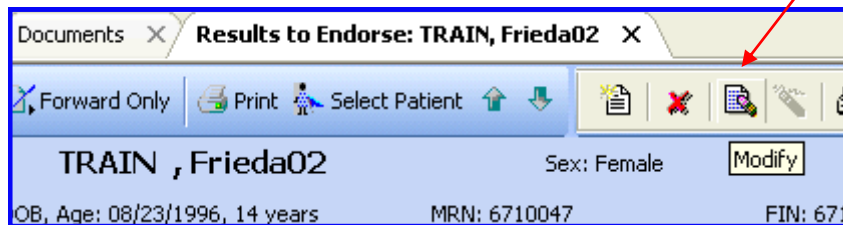


Step 5: Documents to Sign

Documents to sign have similar signing options as Orders- Approve or Refuse, with the reason selection available from a dropdown list



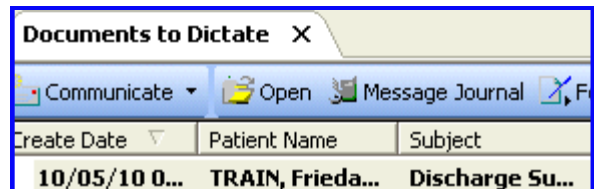
After the document is opened and a correction is required by the provider, select the Modify icon.



The Modify Document window opens and allows the provider to Modify, Save, or Sign.

Step 6: Documents to Dictate

1. Open the document
2. Click the Modify icon
3. Typing your report
4. Sign the document



Actions for all Message Center:

OK– With Approved and OK selected, the document is signed.

Next- Navigates to the next document without signing.

OK & Next– Signs the document, and opens the next document listed

