



Message Center Pocket Guide

For assistance, call the ServiceDesk at 4-1675 or (512) 324-1675



v1



Message Center

Message Center operates similarly to Microsoft Outlook and can help physicians complete their hospital paperwork without making a trip to Medical Records/HIM.

- Sign, refuse or modify transcribed and scanned documents
- Approve verbal, telephone and Med Student orders
- Receive notification of "Documents to Dictate" from HIM.
- Communicate with other providers via email messages (with regard to COMPASS only).



To open Message Center, click the Message Center button on the left side of the toolbar at the top of your screen in COMPASS.

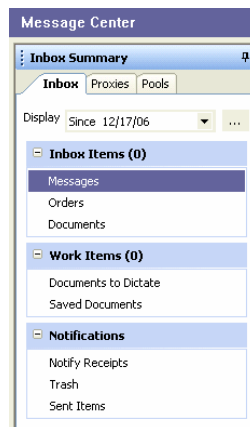


Message Center Display

Inbox—This is the only tab physicians use inside MessageCenter.

Display—Controls time range of visible items. The default setting will display the last 30 days.

Numbers in parentheses represent unopened items. Items previously opened will not be included in the number. A zero (0) means items are in a folder, have been reviewed, but not yet signed.



Opening an Order for Signature

To Open:

1. Click on **Orders** in the Inbox at left.
2. The order will appear in the Message window at right.. Double-click on the order to open.

Note: You can also right-click on the order and select Open.



Signing Transcribed Documents Electronically

To Sign:

1. Click on **Documents** in the Inbox at left.
2. A list of all transcribed documents requiring your signature will appear.
3. Double-click on a document to open for viewing.
4. When the document is ready for signing, click **Okay**.

Note: You can also click **Next** to move to the next document to be signed



Multiple Signatures For Scanned Documents

Some scanned documents, such as Progress Notes, may required multiple signatures. When opening this type of scanned document in Message Center, the focus will be on the first area needing signature.

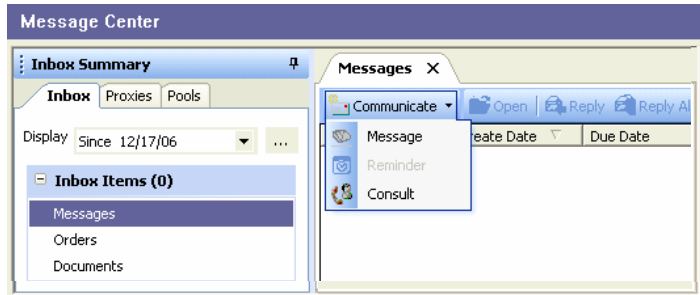
After clicking **OK**, you will be automatically taken to the next part of document needing signature. Repeat the process by clicking **OK** until the last signature is reached.

Please do not use the **OK & Next** button. This will direct you to the next part of the document needing signature, but will not automatically navigate to the remaining areas needing signature.

Use **Skip** to move to the next document when finished signing the current document.

Sending Messages (Part 1)

1. Click **Messages** in the Inbox at left.
2. Click on the **Communicate** drop-down feature. Select **Message**.



Attaching Messages to a Patient Chart

Follow all the step above, but before clicking Send:

1. Click the binocular icon next to the Patient: field. The Patient Search window will open.
2. Enter the patient's last and first name.
3. Click **Search**.
4. Double-click on the proper patient's name and click **OK**.
5. Click **Send**.



Sending Messages (Part 2)

With a new Message open:

1. Address the message to a physician by clicking on the binocular icon. The Address Book will appear.
2. Type in the physician's last name.
3. Double-click on the proper physician name and click **OK**. The physician's name will appear in the TO: field.
4. To send a copy of the message to yourself, check the **Include Me** box.
5. Fill out the Subject field and the Message field.
6. Select any necessary actions or reminders.
7. Click **Send**.



Receiving Messages

- The total of new, unviewed Messages will appear under the Messages section of your Inbox at left.
- All Messages will display in the Message window to the right. Messages in bold text have not been viewed yet.

