

# From the Office of Clinical Informatics Quick Reference Guide (QRG) Introduction to Message Center September 10, 2019

## This Quick Reference Guide (QRG) gives a brief Introduction to Message Center.

## Common Buttons & Icons

Manage	Manage button
4	Magnifying Glass icon
	Down Arrow icon
Opt In >	<b>Opt In</b> button
< Opt Out	<b>Opt Out</b> button

### Grant Proxy to your Message Center

- From the Message Center:
- **<u>STEP 1</u>**: Click the **Proxies** tab.
- **<u>STEP 2</u>**: Click **Manage**.
- **<u>STEP 3</u>**: Click **Add** in the Given by Me column.
- **<u>STEP 4</u>**: The Given tab expands. Enter the name of the proxy in the **User** field.
- <u>NOTE</u>: If the name only has one match, it will populate the field with that provider. When there are multiple matches, use the Magnifying Glass icon to select the appropriate provider.
- **NOTE:** To add an additional proxy, enter the provider name in the user field; then, click the Down Arrow icon.
- **<u>STEP 5</u>**: Use the **Begin Date** and **End Date** fields to designate the times and dates of the proxy access.
- **<u>STEP 6</u>**: Click **Grant All**.
- <u>NOTE</u>: If you only want to grant access to specific Message Center items, select them from the Available Items field; then, click Grant.
- <u>STEP 7</u>: Click OK.
- **<u>STEP 8</u>**: The Commit Progress window displays; click **OK**.

## **Opt into a Pool**

- From the Message Center:
- **<u>STEP 1</u>**: Click the **Pools** tab.

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- **STEP 2**: Click Manage.
- **<u>STEP 3</u>**: Select the pool from the Available Pools section.
- **<u>NOTE</u>**: The list is in alphabetical order.
- STEP 4: Click Opt In.
- STEP 5: Click OK.
- **<u>STEP 6</u>**: The Commit Progress window displays; click **OK**.
- <u>NOTE</u>: To confirm you have successfully opted in, from the Message Center, click the Pool dropdown arrow to view the new pool in your list.

#### **Opt out of a Pool**

- From the Message Center:
- **<u>STEP 1</u>**: Click the Pools tab.
- **<u>STEP 2</u>**: Click Manage.
- **<u>STEP 3</u>**: Select the pool from the Member Pools section.
- **<u>STEP 4</u>**: Click Opt Out.
- STEP 5: Click OK.
- **<u>STEP 6</u>**: The Commit Progress window displays; click OK.
- **<u>NOTE</u>**: Confirm you have opted out by clicking the Pool field from the Message Center.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.