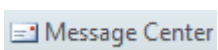
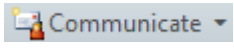
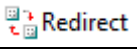
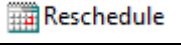
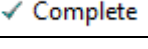
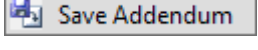
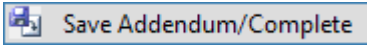
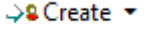
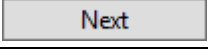
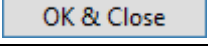
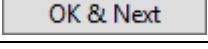
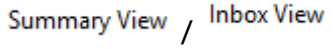

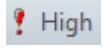
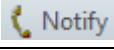
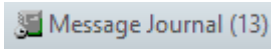

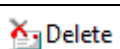

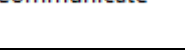

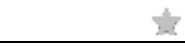

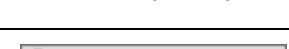



This Quick Reference Guide (QRG) reviews the processes for managing orders using the Message Center.

Common Buttons & Icons

	Message Center button
	Communicate drop-down arrow (in PowerChart toolbar)
	Redirect button
	Reschedule button
	Complete button
	Save Addendum button
	Save Addendum/Complete button
	Create drop-down arrow
	Next button
	OK & Close button
	OK & Next button
	Summary View and Inbox View buttons
	Reply button

	High Priority button
	Notify button
	Message Journal button
	Search icon
	Delete button
	Communicate button (in Messages toolbar)
	Add Results button
	Favorite icon
	Individual Accept / Reject / Modify order icons
	Reject All and Next button
	Accept All and Next button
	Modify icon

Manage Orders

Manage Proposed Orders

➤ From the Message Center:

STEP 1: Click Proposed Orders in Inbox Items.

NOTE: A proposed order is not active until it is signed by the provider.

STEP 2: Double-click the order proposal.

NOTE: If there are multiple proposed orders for the patient, they are all listed on the screen at this time.

STEP 3: Click the appropriate action: **Accept All and Next** or **Reject All and Next**.

NOTE: You can also accept or reject orders individually. Click the green check mark to accept the order, the red ban sign to reject the order and document a reason why, or the triangle to accept but modify the order.

Manage Orders to Approve

➤ From the Message Center:

STEP 1: Click **Orders to Approve** in Inbox Items.

NOTE: These are orders placed using the Patient Care Protocol - cosign required communication type. They are active before they're signed by the provider.

STEP 2: Double-click the order.

NOTE: If you wish to review the patient's chart before signing off on the order, click **Summary View** at the top of the tab.

STEP 3: Click the appropriate action in the Action Pane: **Approve** or **Refuse**.

NOTE: If you refuse the order, you need to document a reason why in the Reason field.

STEP 4: Click **OK & Close**.