

Reminders can be viewed in the Reminders component of the patient's chart or in a recipient's Message Center. Reminders notify staff of actions needing to be done for the patient and/or note the chart of important information about the patient.

### Creating a Reminder

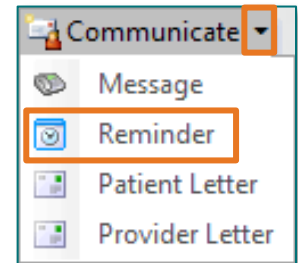
➤ From within the patient's chart:

**STEP 1:** Click the drop-down arrow in the **Communicate** button.

- Select **Reminder**.

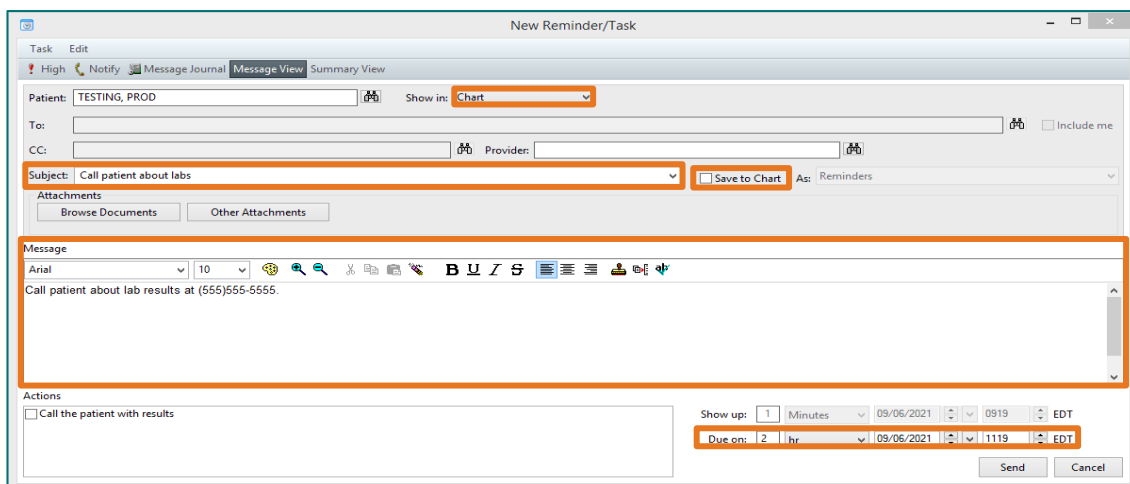
OR:

**STEP 1:** Click the **+** button in the upper right corner of the **Reminders** component.



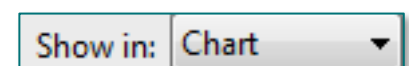
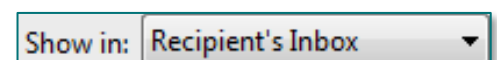
Reminders (3) <span style="float: right;">+ All Today Tomorrow Next week</span>					
<input checked="" type="checkbox"/> Show Only My Reminders All Subtypes					
Subject	Subtype	Due	Assigned To	From	
<b>! Hearing impaired, speak...</b>	--	--	--	TESTING, RN	
<b>Cardiology JPP Active 12/3...</b>	--	--	--	TESTING, RN	
<b>Call patient with results</b>	--	<b>SEP 06, 2021 08:28</b>	--	SURETTE, EMILY G	

**STEP 2:** Complete fields within the **New Reminder/Task** window.


 A screenshot of a "New Reminder/Task" window. The "Show in:" dropdown is set to "Chart". The "Subject" field contains "Call patient about labs" and is highlighted. The "Message" text area contains "Call patient about lab results at (555)555-5555." The "Due on:" field is set to "2 hr" on "09/06/2021" and is highlighted.

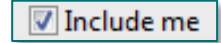
➤ **Show in:** field

- Select **Recipient's Inbox** to send Reminders to **Message Center**.
- Select **Chart** to send Reminders component of the patient's chart.



➤ **To:** field sends Reminders to recipients in message center.

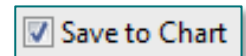
- Check **Include Me** to quickly include yourself in the recipient list.



**NOTE:** Adding Reminders to the Reminders component will allow multiple users to view the reminder face up in the patient's chart. Sending a Reminder to Message Center will only alert users included as recipients.

➤ **Save to Chart**

- Select **Save to Chart** to save the Reminder to the documents section of PowerChart as a Final Report.
- When **Save to Chart** is unselected, the Reminder will only display in the Reminders component or Message Center until marked as **Complete**.



➤ **Subject:**

- Type a brief description of the reminder in the **Subject** field.

**NOTE:** When adding Reminders to the Reminders component the subject will display face-up in the patient's chart.

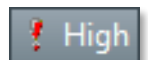
Reminders					
+ All Today Tomorrow Next week ▾ ↻					
Subject	Subtype	Due	Assigned To	From	
Cardiology JPP Active 12/3...	--	--	--	TESTING, RN	
Call patient with results	--	SEP 06, 2021 08:28	--	SURETTE, EMILY G	

➤ **Message Section**

- Place additional details about the Reminder in the **Message** body as needed.

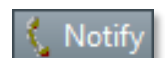
➤ **Additional Options**

- Click the **High Priority** button in the upper left of the **New Reminder/Task** window to indicate the Reminder as **High Priority**. This will put a red exclamation mark in front of the subject text.



Subject	Subtype	Due	Assigned To	From	
! Hearing impaired, speak...	--	--	--	TESTING, RN	

- If sending via **Message Center**, notify options can be selected by clicking the **Notify** button in the upper left of the **New Reminder/Task** window.

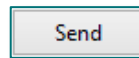


- A Due Date can be assigned to the Reminder in the bottom right of the New Reminder/Task window.

Subject	Subtype	Due	Assigned To	From
Reminders	--	OCT 11, 2018 09:16	--	CORBIN - TEST RN

**NOTE:** If a due date is entered when creating the reminder, the reminder text will show blue until the task is overdue. If no due date is entered or the task is overdue, the reminder text will show red.

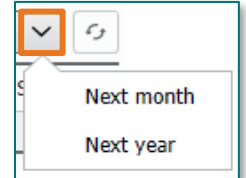
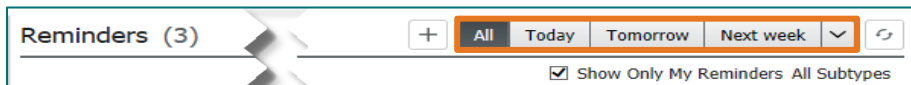
**STEP 3:** Click **Send** when reminder is complete.



### Managing Reminders:

#### ➤ From Reminders Component

- Use **All**, **Today**, **Tomorrow**, or **Next week** filter buttons to display desired timeframes.
  - Click the dropdown to select **Next Month** and **Next Year**.

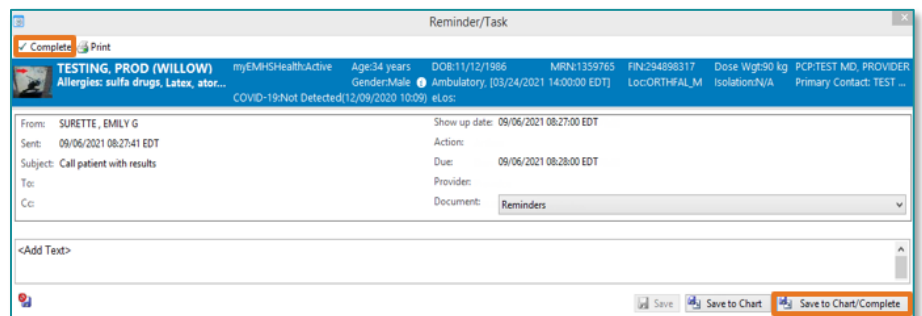


- Deselect **Show Only My Reminders** to see Reminders from other users.
- Click the **Subject** to open the Reminder.



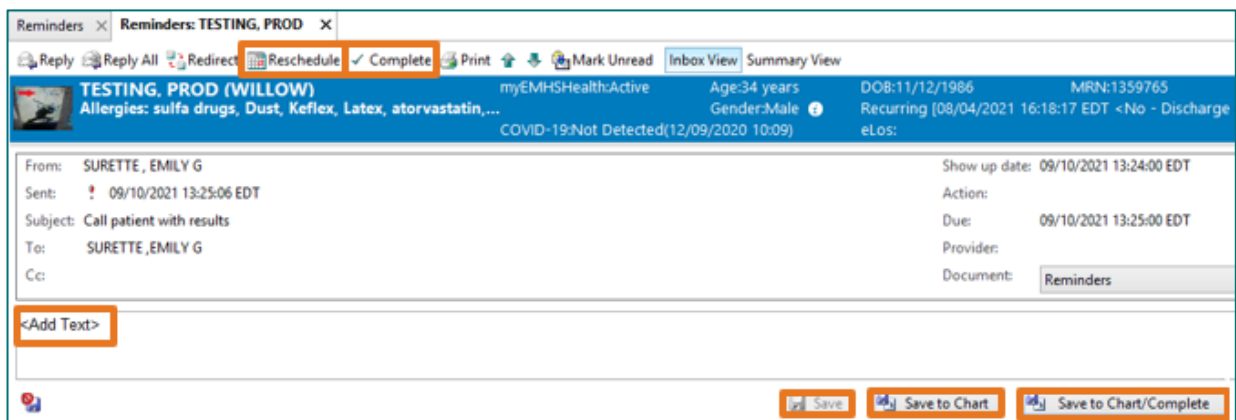
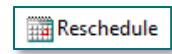
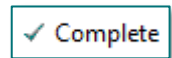
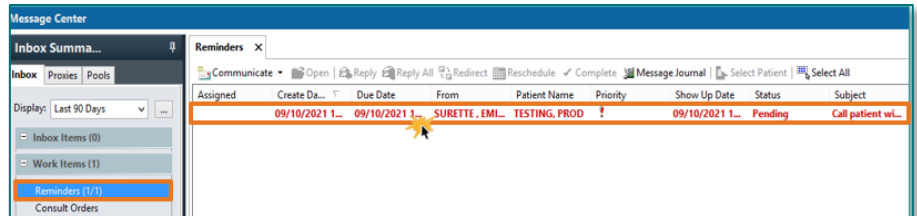
Subject	Subtype	Due	Assigned To	From
! Hearing impaired, speak...	--	--	--	TESTING, RN
Cardiology JPP Active 12/3...	--	--	--	TESTING, RN
Call patient with results	--	SEP 06, 2021 08:28	--	SURETTE, EMILY G

- Click **Complete** when no further action is needed for the Reminder.
- To complete and save a Reminder to the chart, click the **Save to Chart/Complete** button in the lower right of the window.



➤ Message Center Reminders

- Reminders will populate in the **Reminders** section of the recipient's **Inbox**.
- Double-click to open the **Reminder**.
- To mark **Reminders** as complete, click the **Complete** button located in the toolbar.
- To reschedule the due date of the **Reminder**, click the **Reschedule** button located in the toolbar.



- Click in the **<Add Text>** field in the body of the message to add more documentation. When text is added to a reminder, there are three save options available in the lower right-hand corner of the message:
  - **Save** will save added text and keep the Reminder in an active status.
  - **Save to Chart** will save added text to the patient's chart and keep the Reminder in an active status.
  - **Save to Chart/Complete** will save added text to the patient's chart and complete the Reminder.