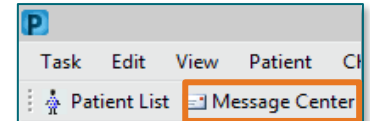


Chaplaincy Interns forward documentation to the supervising Chaplain via Message Center. The Spiritual Consult order requisition is available as a stand-alone order to be placed at any time during a patient visit.

## Message Center

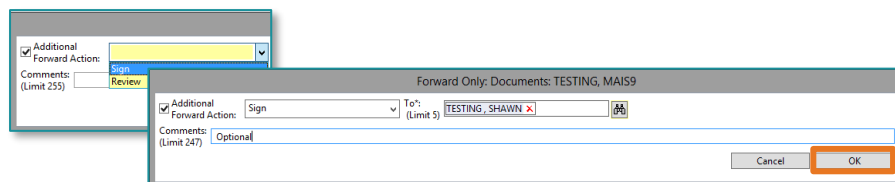
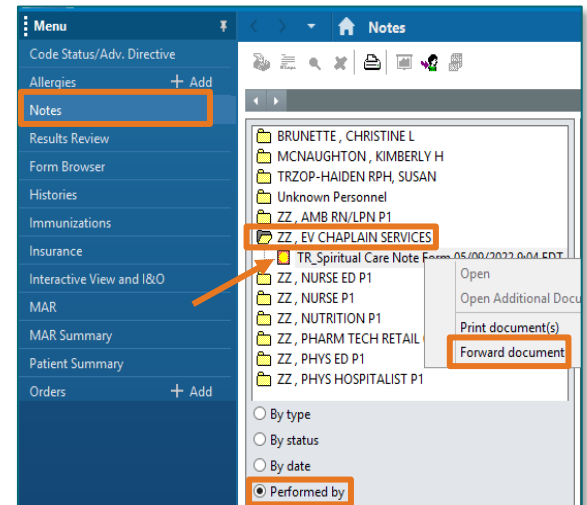
Chaplains have access to Message Center in PowerChart. Message Center will be used by the Chaplain Interns to forward the Spiritual Care Note to the supervising Chaplain. The Message Center link is found on the top Navigation Bar.



## Forwarding Documentation

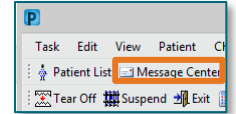
Use the following steps to forward the completed **Spiritual Care Note** to the supervising Chaplain.

- STEP 1:** Click **Notes** link from the menu.
- STEP 2:** Change the filter to **Performed by**.
- STEP 3:** Search for your name in the list.
- STEP 4:** Double-click your name.
- STEP 5:** Right-click the document to be forwarded note type: TR\_Spiritual Care Note Form/date/time.
- STEP 6:** Click **Forward Document** from the **Options** menu.
- STEP 7:** Select **Sign** in the yellow field.
- STEP 8:** Type Last Name, First name.
- STEP 9:** Press **Enter**.
- STEP 10:** Use the **Comments** field to add 0additional details if needed.
- STEP 11:** Click **OK**.



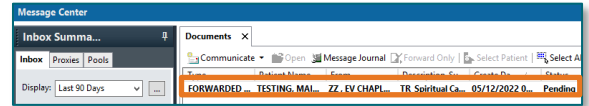
## Reviewing forwarded documentation in Message Center

- The Supervising Chaplain will receive documentation from the Chaplaincy Interns for review and signoff via the Message Center.



**STEP 1:** Open Message Center from the Navigation toolbar.

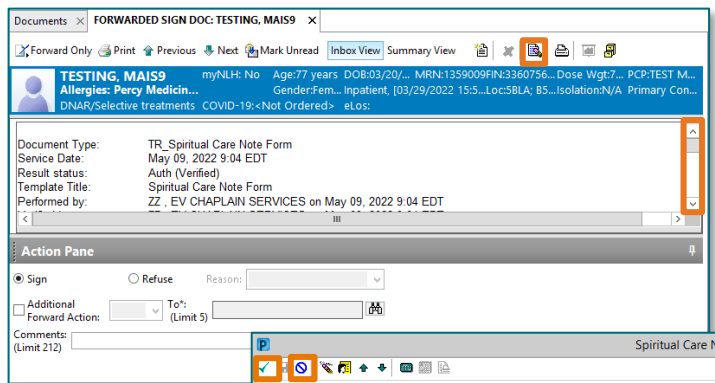
- Forwarded documentation is in the Documents folder.
- New documents are **Bold**.



**STEP 2:** Double-click message in the list to open.

**STEP 3:** To review the entered documentation, move the scroll bar up and down.

**STEP 4:** If modification is needed, click the **modify** icon in the upper middle of your screen.



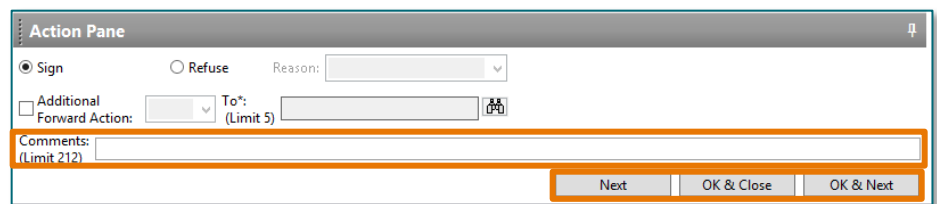
**STEP 5:** Review the **Spiritual Care Note** and make modifications as needed.

- If no modification is needed, click the blue circle/slash icon to cancel and close the document.
- Use the green checkmark in the upper left corner to save your modification.

**STEP 6:** Use the **Comments** field to add a brief description of additional details if needed.

**STEP 7:** To sign the document, click one of the following:

- **Ok & Close** will sign and Close document
- **Ok & Next** will sign and open the next message in your Message Center.



## Spiritual Consult order requisition

- Nursing enters the **Spiritual Consult** nursing order which causes a requisition to print to the identified printer at each facility.