

From the Office of Clinical Informatics Cerner Millennium Signing a Proposed Order- Radiologists October 9, 2020

in the toolbar.

Radiologists will receive proposed contrast orders in their message center for cosignature. Radiologists may also need to proxy sign orders for other radiologists in the event they are away.

PowerChart

- **<u>STEP 1</u>**: Log into **PowerChart**
 - Username/Password
- **<u>STEP 2</u>**: Click the Message Center button Message Center

Message Center Inbox

- **<u>STEP 1</u>**: In Message Center, double-click **Cosign Orders.**
- **<u>STEP 2</u>**: Review the Order.
- <u>STEP 3</u>: Click OK & Close or OK & Next (if more than one order to sign)



Action Pane				Ą.
Approve (No dose range)	○ Refuse			
Comments: (Limit 212)		Next	OK & Close	OK & Next

Proxy Signing

- **<u>STEP 1</u>**: Select the **Proxies** tab in message center.
- **<u>STEP 2</u>**: Double-click Cosign Orders.
- **<u>STEP 3</u>**: Review the Order.
- <u>STEP 4</u>: Click OK & Close or OK & Next (if more than one order to sign)

Inbox Summa [‡]	Orders X				
Inbox Proxies Pools	📲 Communicate 👻 🎯 Open 🔀 Forward Only 🗽 Select Patient				
	Туре	Patient Name	Order/Plan Na	Details	
Proxy: WEYMOL V Manage	Cosign Orders	TESTING, TEST	iohexol (Omni	240 mg = 1 m	
Display: Last 30 Days 🔻 🛄					
= Inbox Items (1)					
Documents					
Orders (1/1)					
Orders to Approve (1/1)					

NOTE: Refer to the <u>Message Center Proxies</u> for steps to set up Proxies.

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.