

On April 28...

# PowerChart Inbox changed to Message Center



Where to find phone messages:

Find phone messages from the nurse in the **Messages** folder (previously found under yellow telephone icon). The number in parentheses shows the number of **unread** messages in the folder.

Double-click on the message to open it.

Sender	Status	Date	Subject	Subject	Subject	Date
TIGER	Pending	04/21/09 11:...	TRAININGPRO...	Prescription R...	TRAININGPRO...	04/21/09 11:...
	Opened	04/21/09 11:05...	TRAININGNURS...	RE: Proxy Update	TRAININGPROV...	04/21/09 11:05...
	Opened	04/14/09 08:26...	TRAININGPROV...	Proxy Update	TRAININGPROV...	04/15/09 09:37...
	Pending	04/13/09 11:...	TRAININGPRO...	Proxy Update	TRAININGPRO...	04/13/09 11:...
	Pending	04/13/09 11:...	TRAININGPRO...	Proxy Update	TRAININGPRO...	04/13/09 11:...
ZTEST, ZEBRA	Opened	04/07/09 12:03...	TRAININGPROV...	Proxy Update	TRAININGPROV...	04/07/09 12:04...
	Opened	04/03/09 16:01...	TRAININGPROV...	Proxy Update	TRAININGPROV...	04/07/09 08:26...
	Pending	04/03/09 15:...	TRAININGPRO...	Proxy Update	TRAININGPRO...	04/03/09 15:...
	Opened	04/03/09 15:58...	TRAININGPROV...	Proxy Update	TRAININGPROV...	04/21/09 11:31...
	Pending	04/03/09 15:...	TRAININGPRO...	Proxy Update	TRAININGPRO...	04/03/09 15:...
ZTEST, TIGER	Pending	04/03/09 12:...	TRAININGPRO...	FW: Phone Me...	TRAININGPRO...	04/03/09 12:...





# How to add an addendum to a phone message without replying to the sender:

**1) Click on <Add Addendum> and start typing.**

**Phone Message – Prescription Refill**

From: TRAININGPROVIDER61 MD, TRAIN  
To: TRAININGPROVIDER61 MD, TRAIN;  
Sent: 04/21/2009 11:42:05 CDT  
Subject: Prescription Refill

Phone Message Sent to:

**2) Complete your addendum.**

**Phone Message – Prescription Refill**

Mother was phoned and states pt is doing better without fever.

From: TRAININGPROVIDER61 MD, TRAIN  
To: TRAININGPROVIDER61 MD, TRAIN;  
Sent: 04/21/2009 11:42:05 CDT  
Subject: Prescription Refill

**3) Click Save Addendum to save to chart.**

Save Save Addendum Reject All Accept All Accept All and Next