

Message Center: Granting Proxy to Another User

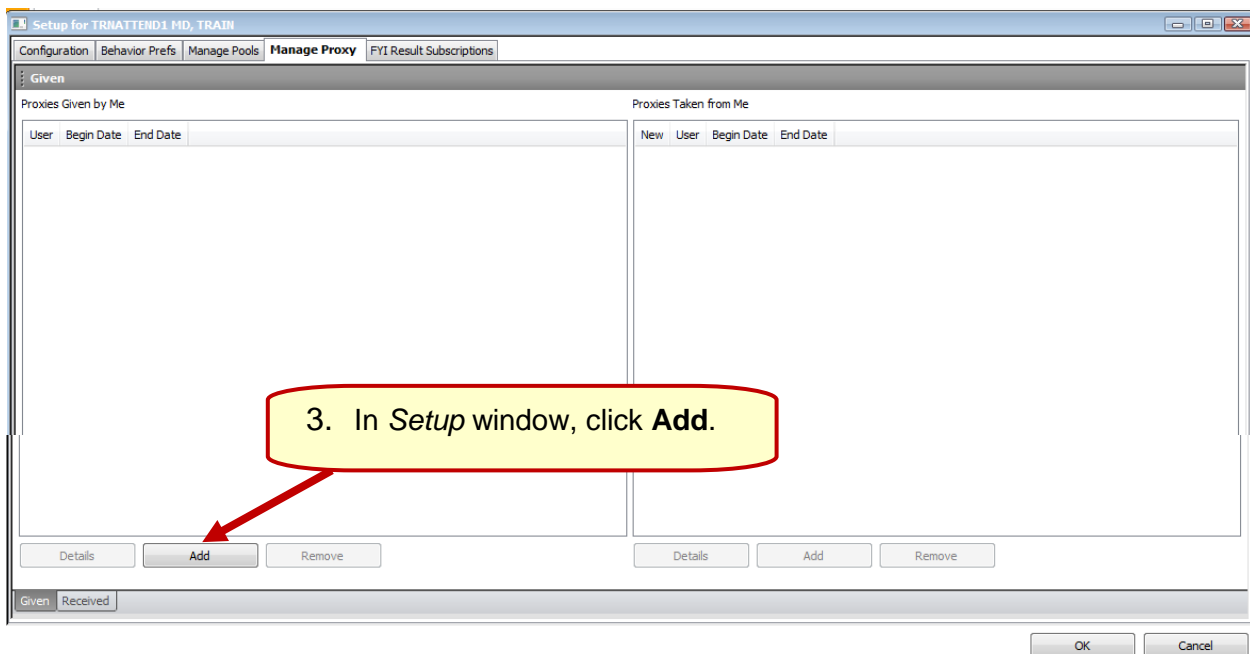
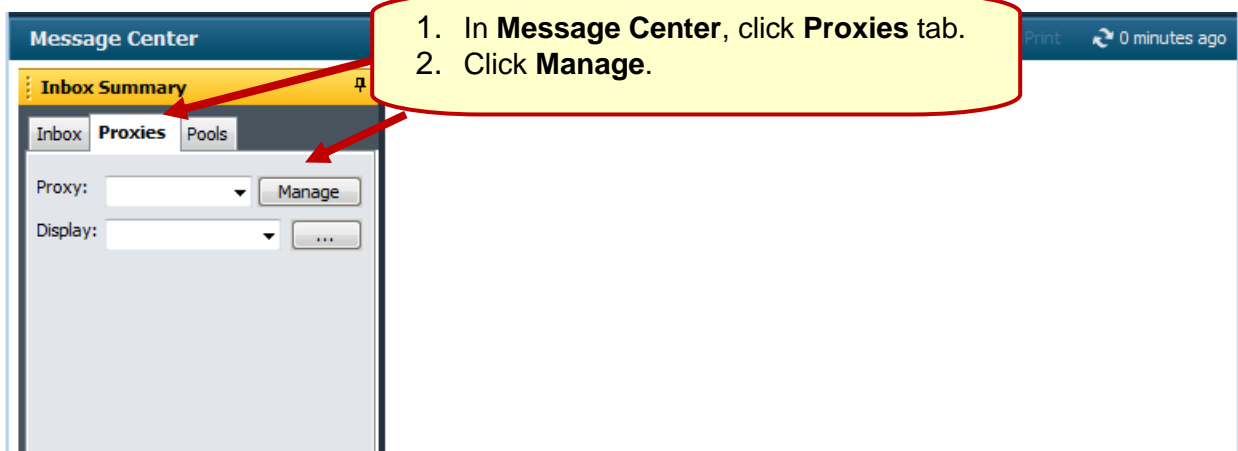
Granting proxy authorization enables another person to access your Message Center and work with it as your proxy.

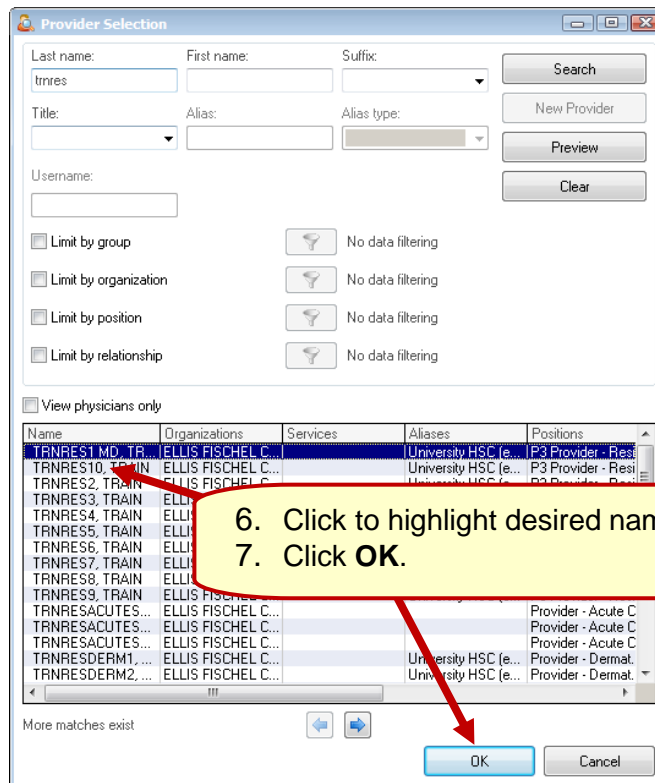
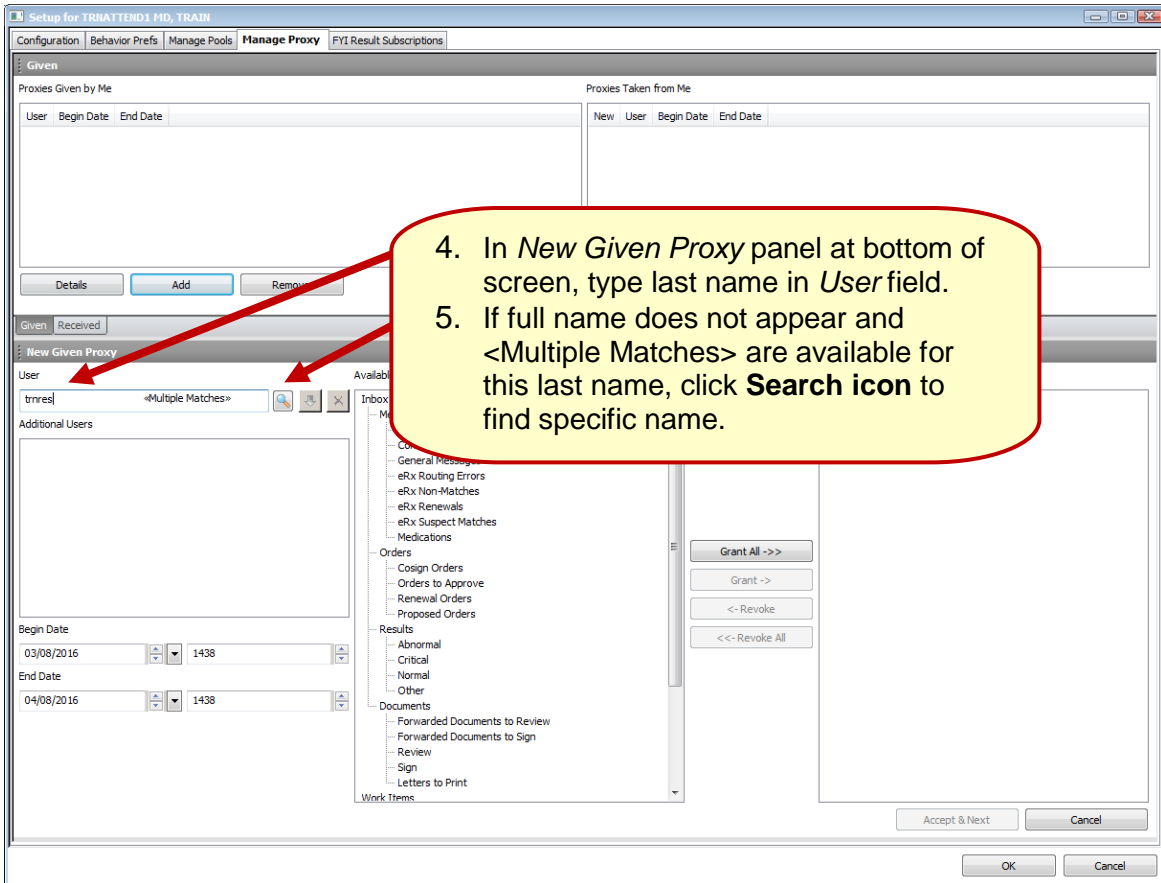
Your proxy can perform any activities for which you have granted them authorization, such as signing, refusing and forwarding messages and results. When granting proxy, specify the staff member, the specific folders, and effective proxy dates.

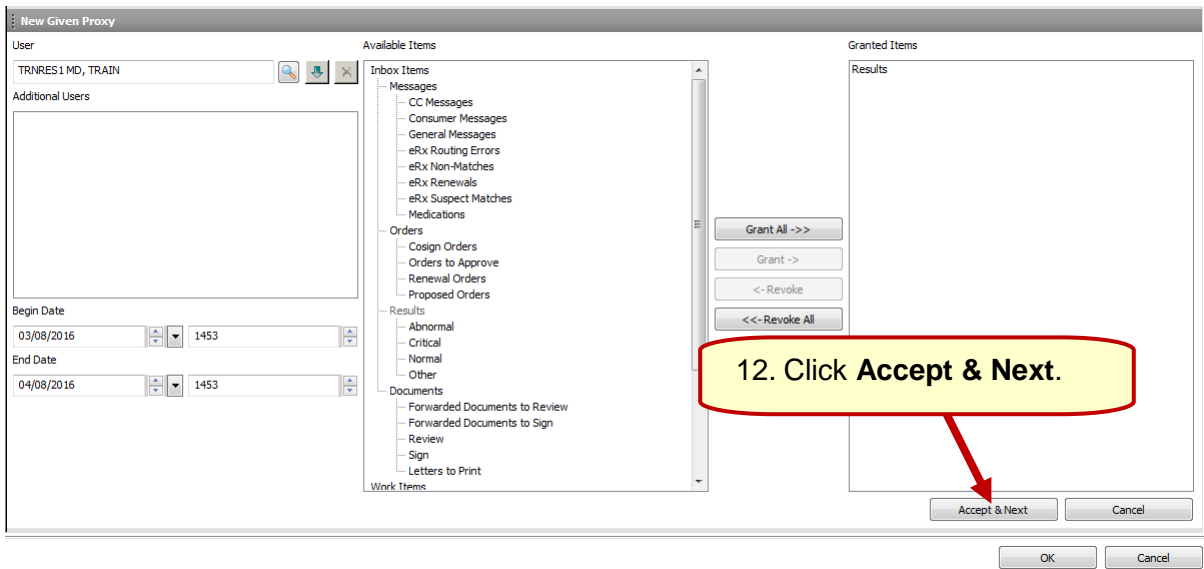
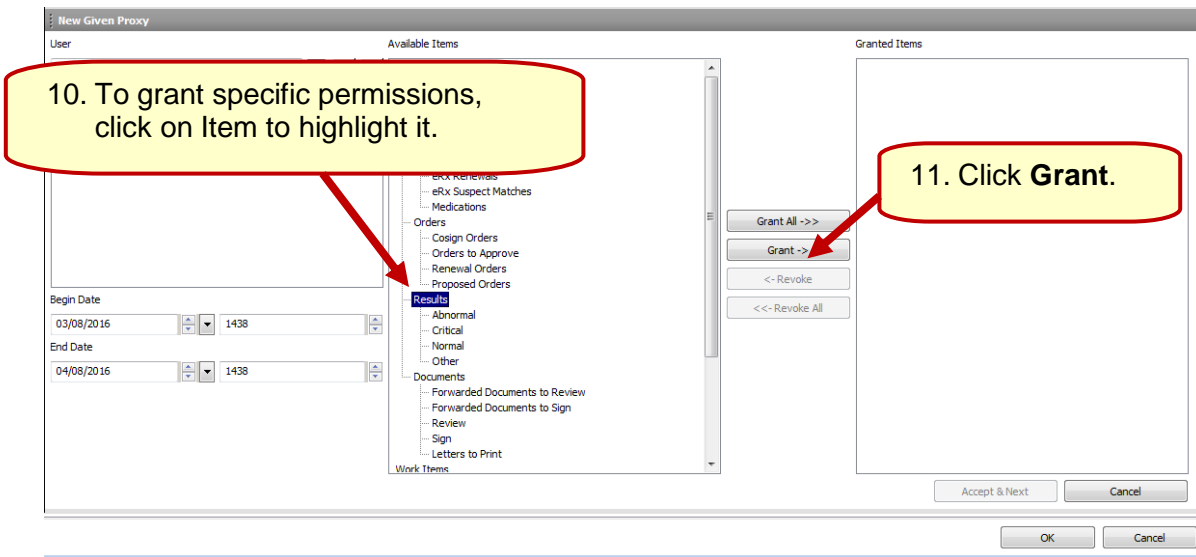
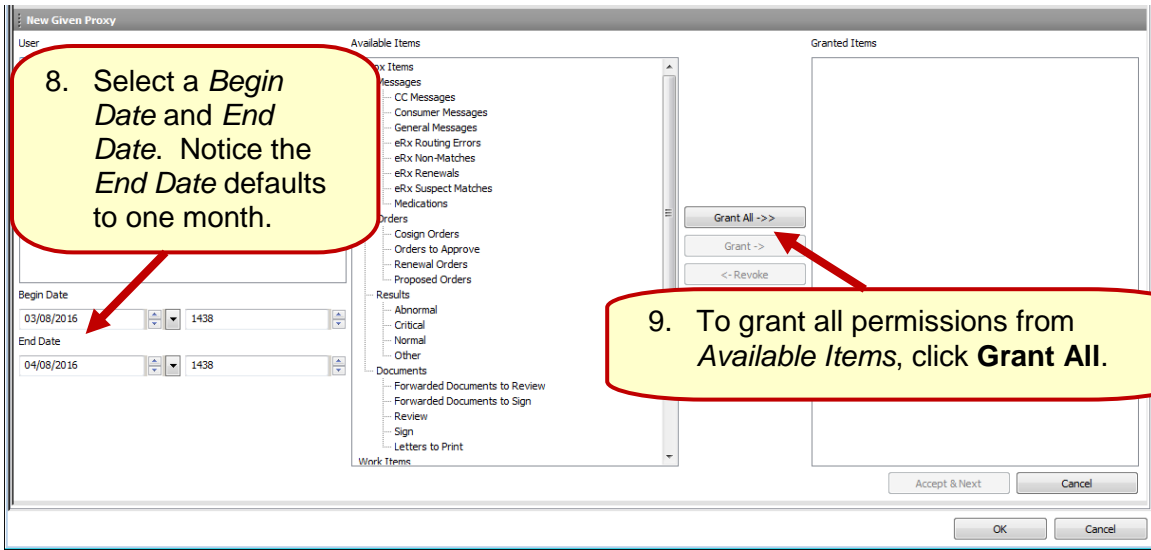
Contents of this Handout:

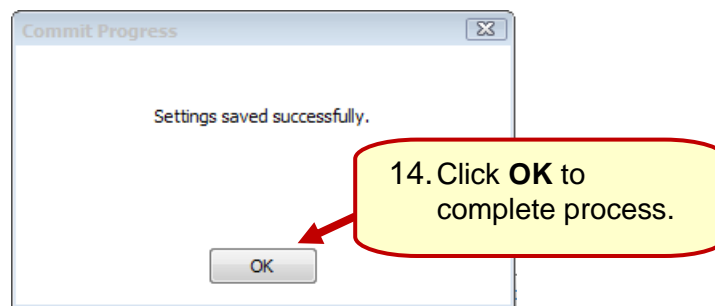
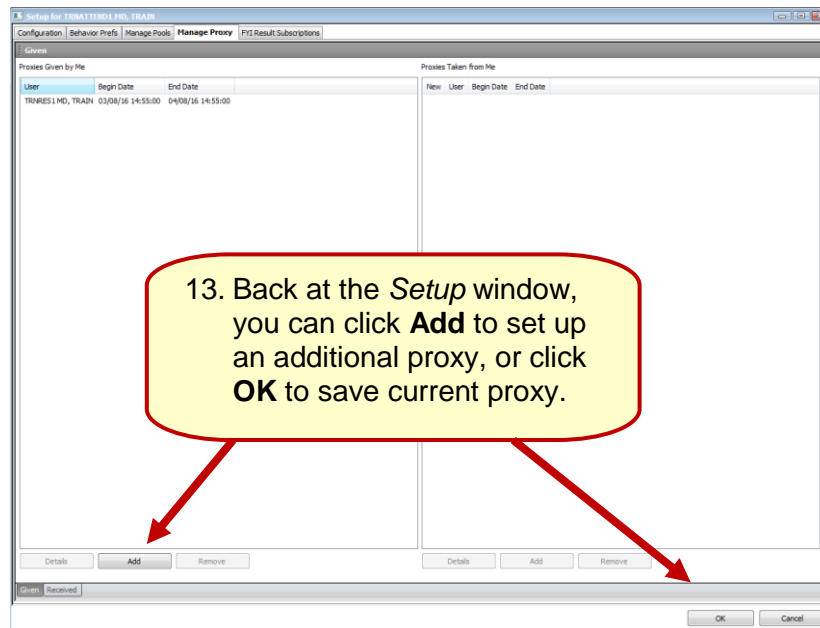
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Granting proxy to another user:

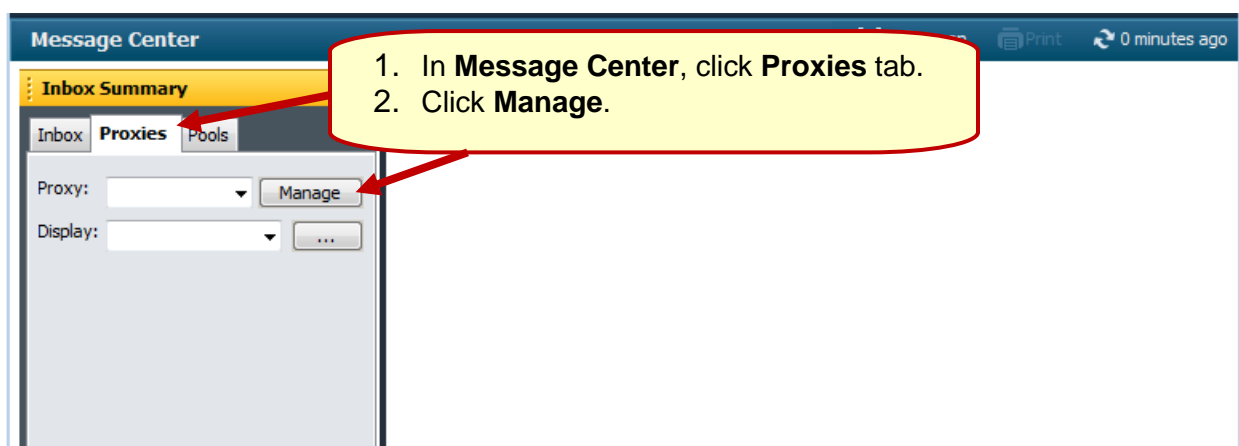


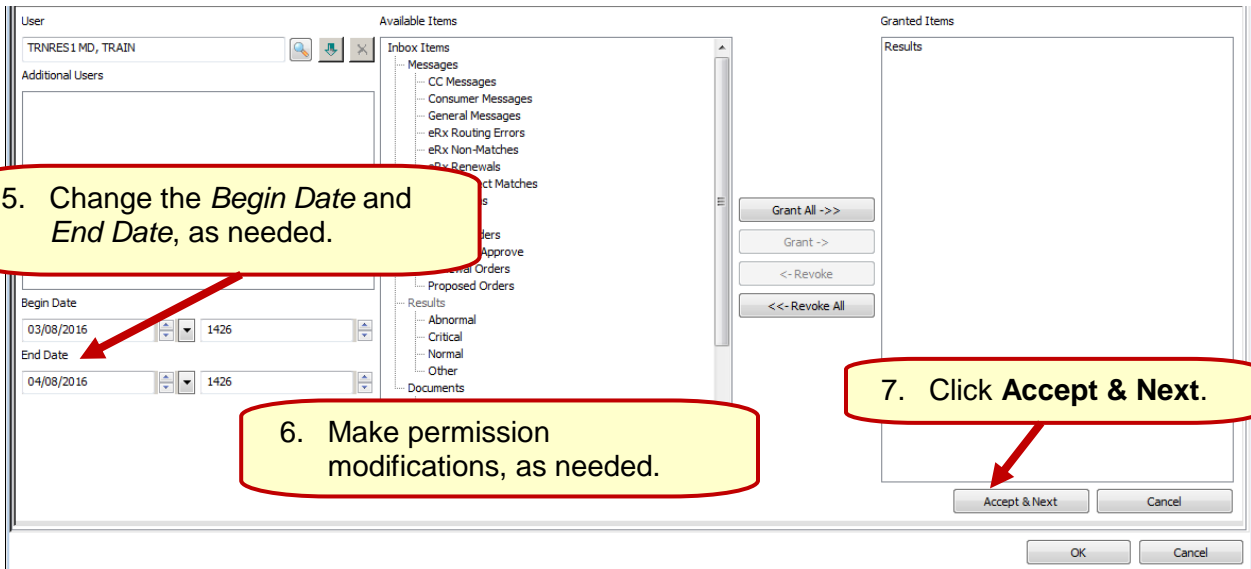
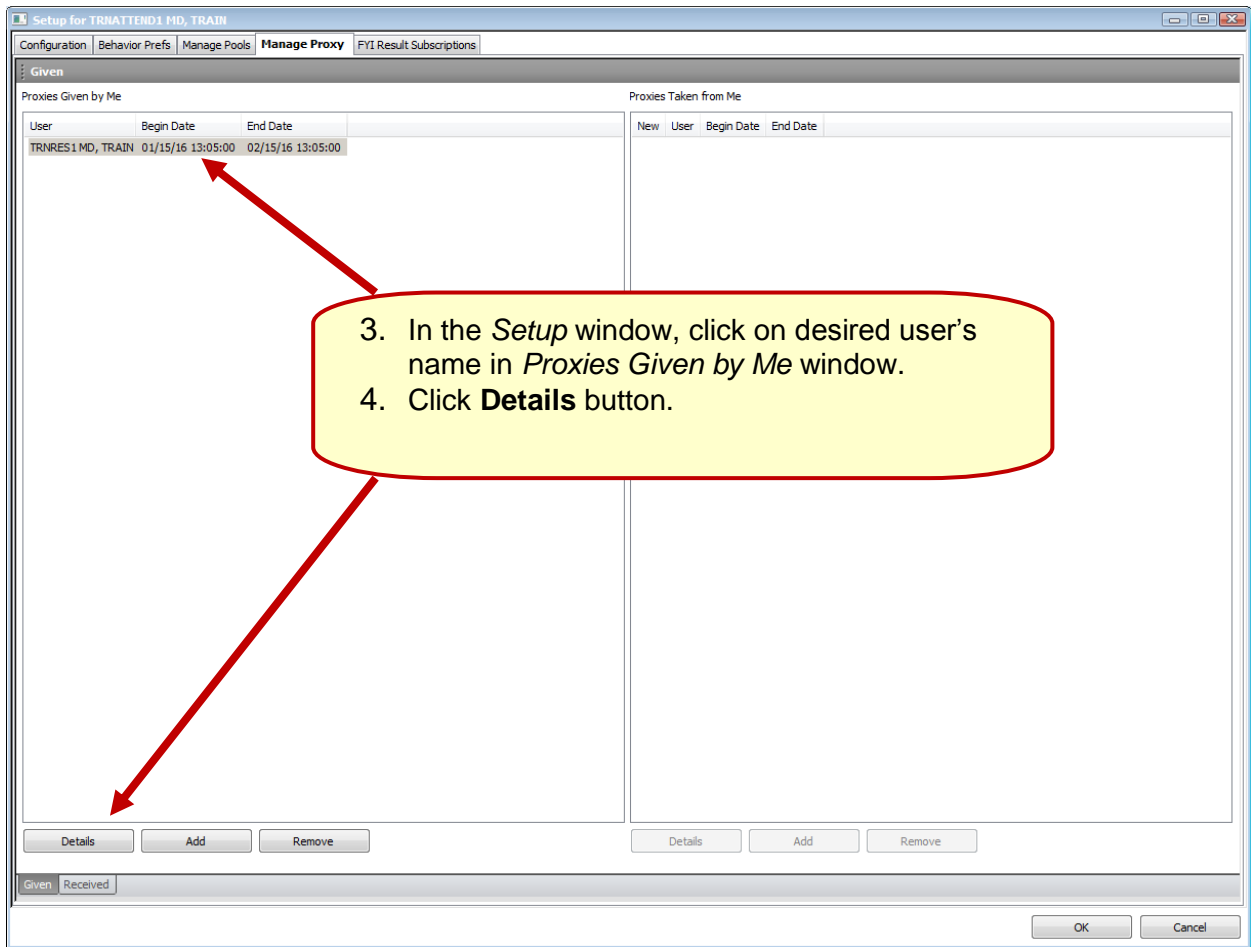


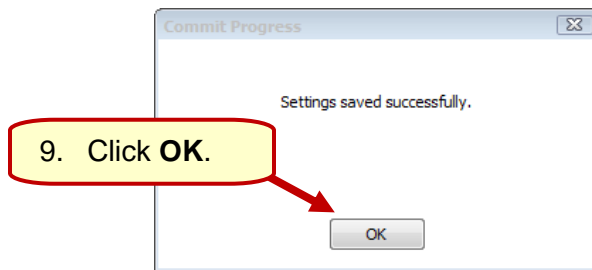
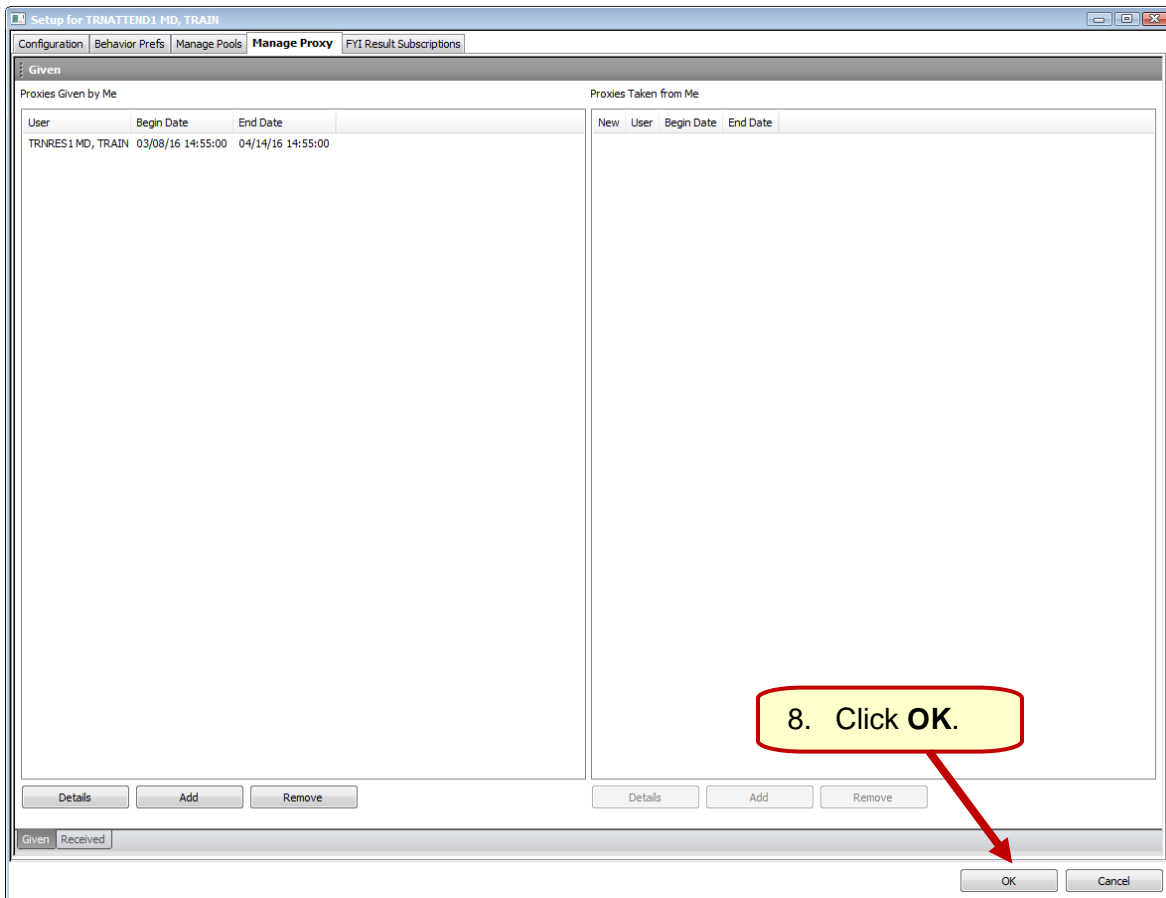




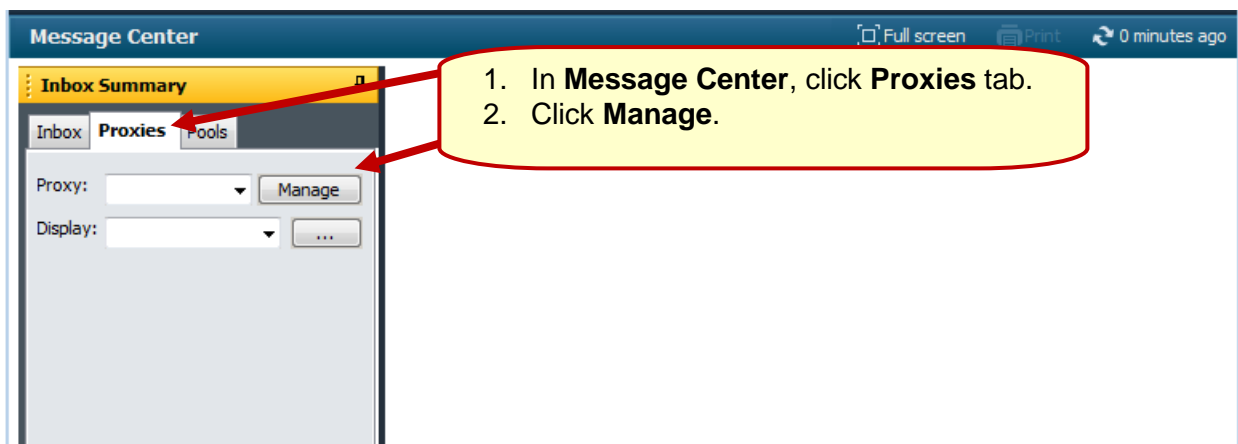
Updating proxy, including date/time:

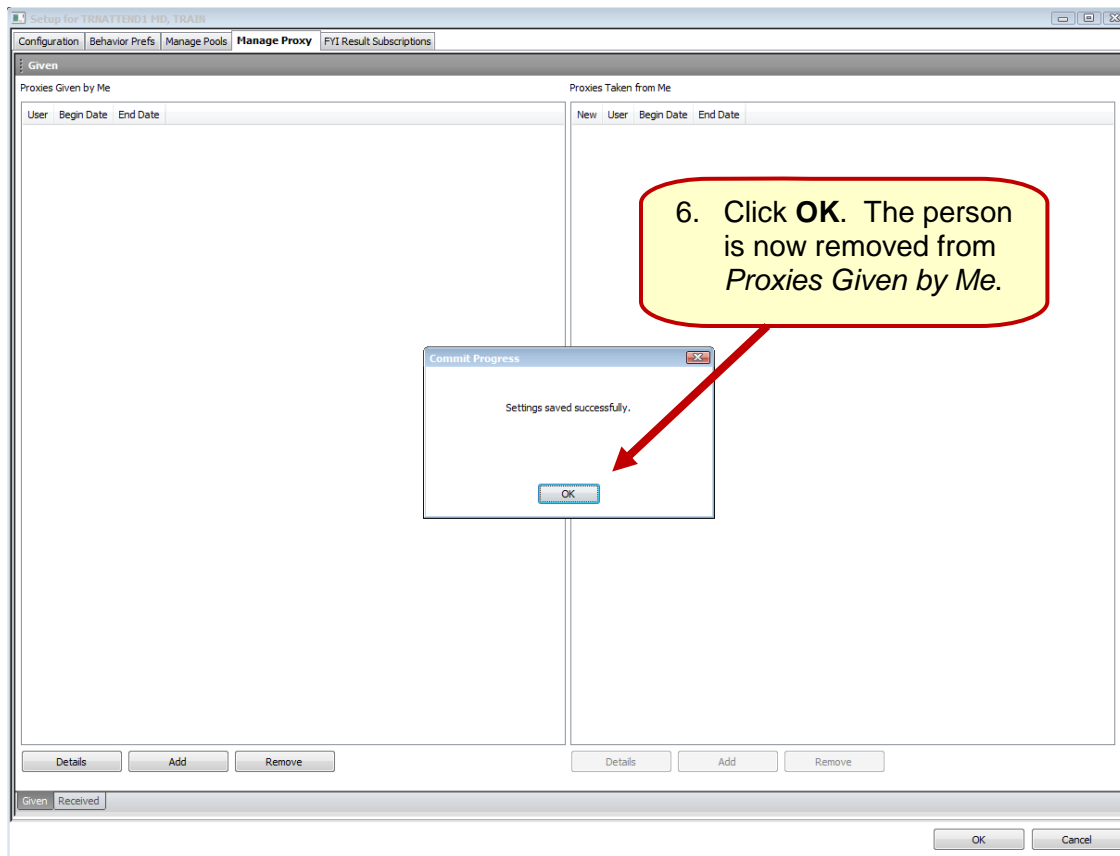
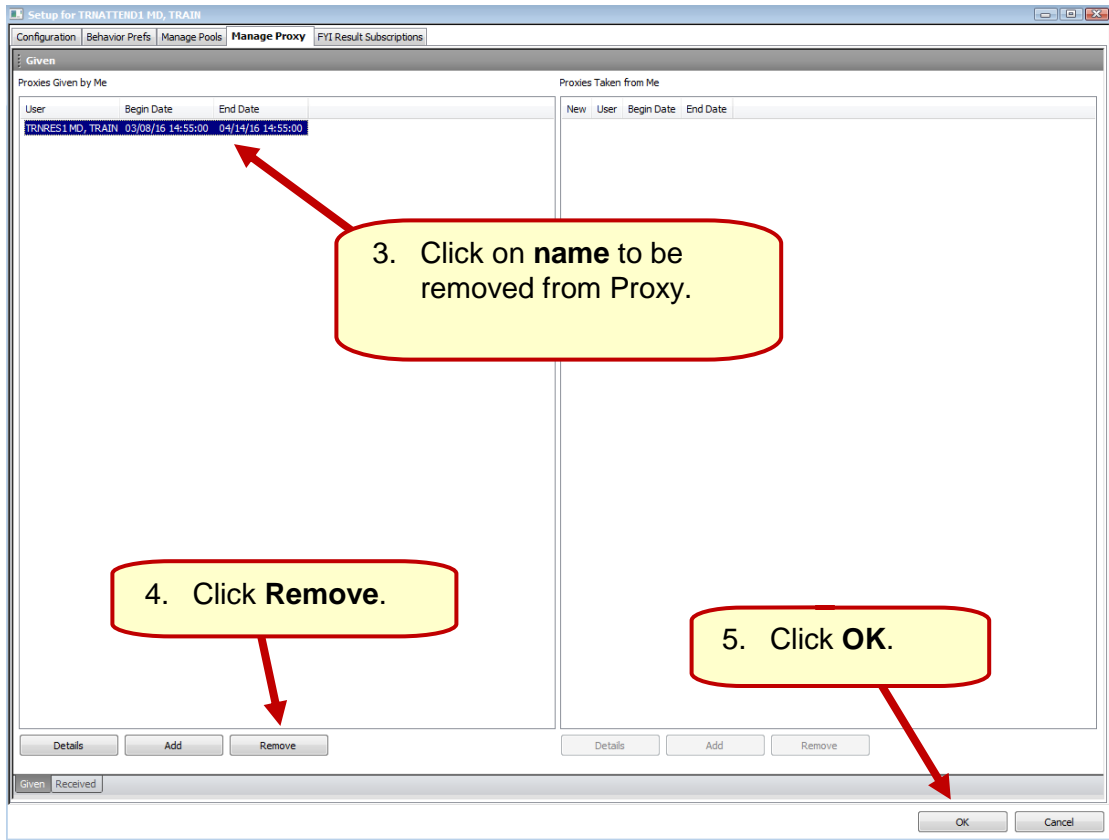




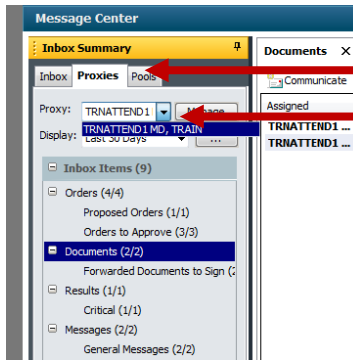


To remove proxy rights:

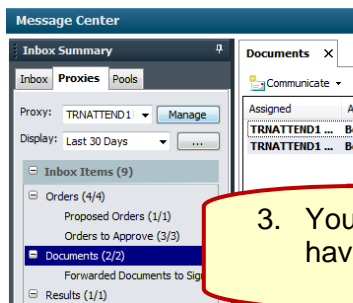




Viewing another user's Message Center as a proxy:



1. In **Message Center**, click **Proxies** tab.
2. Click on **drop down arrow** to view list of users who have given you proxy to manage their Message Center. Click on name of user whose Message Center you want to view.



3. You can now view and work with the folders for which you have been given proxy rights.

Result type: Progress Note
Result date: March 08, 2016 15:29
Result status: Final
Result title: Progress Note
Performed by: TRNRES1 MD, TRAIN on March 08, 2016 15:30
Verified by: TRNRES1 MD, TRAIN on March 08, 2016 15:30
Encounter info: 10014002, UNIVERSITY HOSP, UH INPATIENT, 11/19/2015 -

*** Final Report ***

Progress Note

Patient: BCARDIO, BRIAN MRN: 11-00-10-00-2 FIN: 10014002
Age: 44 years Sex: Male DOB: 07/17/1971
Associated Diagnoses: None
Author: TRNRES1 MD, TRAIN

Visir Information

Action	Performed By	Performed Date	Action Status	Comment	Proxy Personnel	Requested By	Requested Date	Request Comment
Perform	TRNRES1 MD, TRAIN	03/08/2016 15:30	Completed					
Sign	TRNRES1 MD, TRAIN	03/08/2016 15:30	Completed					
VERIFY	TRNRES1 MD, TRAIN	03/08/2016 15:30	Completed					
Sign	TRNATTEND2 MD, TRAIN	03/08/2016 15:30	Completed		TRNATTEND1 MD, TRAIN	TRNRES1 MD, TRAIN	03/08/2016 15:30	

4. If you Sign an item as proxy, the Action List will display your name as Proxy Personnel.

If you want to leave an item for the original provider to address, close the item or move to the next item.

Do not Sign, Review, or Forward the item.