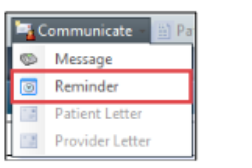
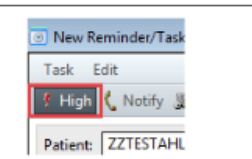
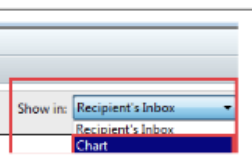
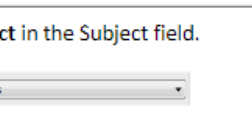
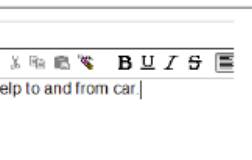

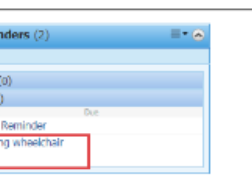


Message Centre: Alerts & Notifications

Introduction

Alerts and Notifications can be added to a patient's chart to alert or notify the provider of a patient issue. Some examples include: Patient is running late, patient needs a drug contract, patient needs a translator, etc. You set up an alert while in the patient's chart.

<p>Step 1</p>	<p>Click the Communicate drop down from the toolbar, then select Reminder.</p>	
<p>Step 2</p>	<p>Select High importance if you need to.</p>	
<p>Step 3</p>	<p>Select Show in: Chart.</p>	
<p>Step 4</p>	<p>You can use the default subject (Quick Reminder) or enter your own subject in the Subject field.</p>	
<p>Step 5</p>	<p>Add your message in the Message field.</p>	
<p>Step 6</p>	<p>Click Send.</p>	
<p>Step 7</p>	<p>Return to the Summary page and refresh the screen.</p>	
<p>Step 8</p>	<p>The reminder (Alerts/Notifications) is in the Reminders section of the Notes component.</p>	



TIP SHEET

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Step 9

Double-click to open the reminder. The notification window opens so you can view the entire note. You can either print the note or Complete it.



When you complete a Reminder/Alert or Notification it will be removed from the Notes/Reminders of the summary page. This can then be found in the *Reports Notes* section of the chart.



Warning: It is very important to create reminders, alerts, and notifications carefully. Everything that is entered is a part of the patient's chart. Thus, it is a legal document and subject to audits, subpoenas, or patient viewing.



TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)