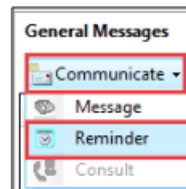


### Message Centre: Reminders

Creating a reminder is very similar to creating a message.

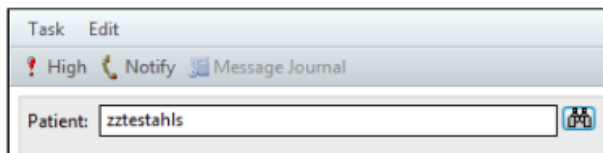
**Step 1**

Click the **Communicate** drop down arrow on your menu bar or within the Message Center, then select **Reminder**.



**Step 2**

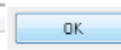
Search for a patient by **entering their name** (last, then first) then click on the **binoculars** to search.



**Step 3**

Select the **correct patient and encounter** and click **OK**.

MRN	Facility	Acct #	Est Arrival Date	Med Service	Reason For Visit	Attending Physician	Enc Type
3886	AH CLINIC	515619	02/24/2015 10:30	AH Medical Clinic	cold	TRAIN, CLINICMD50	Clinic Physician Based

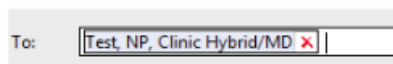


The *New Reminder/Task* window opens.



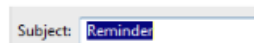
**Step 4**

In the **To** field, enter the name of the person that the reminder is intended for. Type in the last name and select the **binoculars** to search. Or, if the person is in the Personal Address List, select them from the Personal Address List by double-clicking on their name.



**Step 5**

Enter the **Subject of the reminder** by typing over Quick Reminder and **adding the message** itself in the Message field.



**Step 6**

Reminders automatically default to show up in the patient's record one (1) minute after you click send. The date and time are also auto-filled, but you can change if necessary.



Click **Send** to deliver the reminder to the patient's chart.



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)



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