

PRESCRIBERS

Message Centre Overview

Message Centre is an internal messaging component within Millennium used in the outpatient clinical spaces. It addresses patient-related documents, results and messages sent from the lab, forwarded results from other clinicians or general messages. **Message Centre** will be utilized between Outpatient providers, clinical nursing, clinic clerical and Allied Health.

NOTE: The **Message Centre** is a part of the legal medical record and communication should pertain to patient chart.

Message Centre allows you to communicate with other health care professionals, forward information and results and also allows you to receive colleague's messages when they are away via the proxy function.

Proxies Tab

Providers typically use this tab to assign a colleague to their patients. If you are away, the **Proxies** tab enables you to grant access to another provider/user to manage messages in your Message Centre Inbox as your proxy. Your proxy has the ability to perform any activities you have granted them authorization for including signing, refusing, and forwarding messages/results.

Manage Message Centre Proxies

Proxy authorization enables another provider access to your Message Centre inbox to work with it as your proxy, which can be helpful if you are away. Your proxy has the capability to perform any activities that you have granted them authorization for, such as signing, refusing, and forwarding.

Grant Proxies Authorization

- 1. Click the Proxies tab from the Inbox Summary
- 2. Click the **Manage** button. The Setup dialog box on the **Manage Proxy** tab.

Inbox	Summary		ф.	menu.	
Inbox	Proxies	Pools		opens	
		Inbox Sun	nmary		
Proxy:		Inbox Pre	oxies Po	ols	
Displa	iy:	Proxy:		✓ Manage	e
		Display:		×	

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3. Click Add on Proxies Given by Me column.



4. From the **User** list, enter and select the user you want to give the proxy to.

NOTE: To grant the proxy to more than one user, click the **down** arrow to move the current user to the additional user's box and continue searching.

5. Specify a Begin Date and Time and End Date and Time. (For example, if you will be out of the office for two weeks, specify the Begin Date and Time to ensure the proxy can access vyour Inbox messages during that period only).

User		Available Items
[Tam, Benjamii Additional User	s Ho-Lai, FRCPC	X Inbox Items - Messages - CC Message - General Me - Orders - Cosign Ord
	User Additional Users Tam, Benjamin Ho-Lai, FRCPC	a
		- Critical - Normal

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6. To grant all item types to the selected user, click Grant All. Click OK.

To grant **selected item types** to the proxy, select the items on the left and click **Grant**.

New given proxy					
User	Available Items			Granted Items	
Tam, Benjamin Ho-Lai, FRCPC 🔍 🔍 🕹	Inbox Items				
Additional Users	- Messages - CC Messages			Orders	
	-General Messages				
	- Orders Cosign Orders				
	Renewal Orders		Grant All ->>		
	Proposed Orders		Grant ->		
	Review		c. Revoke		
	Sign		< - nevolue 48		
	Abnormal		<<- Revoke All		
Begin Date	Critical				
24/Oct/2024 • 09:48 • EDT	Other				
End Date	Work Items				
24/Nov/2024 • 09:48 • EST	Anticipated Decompeter				
					Accept & Next Cancel
					OK Cancel
If you are granting pr	oxies to more than	Granted Items			
one user, click Accept & Next .		Messages General Mess Renewal Requ	Notify Ro sages Trash uests Sent Iten	eceipts ns	
NOTE: Those who have been granted		Orders Cosian Order	rs		
proxies will receive a message in thei		Renewal Orde	ers		
Message Centre regarding what proxies		Results	ders		
have been granted ar	d the duration of	Abnormal			
the proxy access		Normal			
the proxy decess.		Other			
Princip Petiert Name From Suby TestAMIL GeneralMedicine-Physician1. MD Draw TestAMIB, GeneralMedicine-Physician1, MD has assigned proxy	et Due Date Create Date C To Added 14-feb-2016 11/3:50 PS1 Te rights to you effective February 14, 2018 10:00	stAMB, Gen., Pending	Antigrand		



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Turning on Post Discharge Results FYI Notification

Once logged in to Millennium, navigate to the **Message Centre** in the top grey toolbar.

1. Click the **Message Centre** icon in the toolbar.

 Task
 Edit
 View
 Patient
 Chart
 Links
 Notifications
 Inbox
 Help

 Image: Im

 The Message Centre view will appear. Navigate to the Inbox dropdown and scroll down to Manage Preferences, and the Setup window will appear.

Home Message Center Prescriber Handoff	Emply Trash Manage Ad Hoc List Manage Configuration	C
TONE, SEPTIC SHOCK × HDSREHAB, RC Message Center	Manage Out of Office Manage Pools Manage Sreferences	
Inbox Summary 4 Results FYI Inbox Proxies Pools 2 Commu	Manage Proxy Query Future Reminders Select Read Only Inbox	na
	Show Completed	

- 3. Select the FYI Results Subscription tab to open.
- Click relevant Post Discharge Results from the Available Subscriptions box (Admitting, Attending, Consulting and Covering) and click Assign to pull each one over to Assigned Subscriptions box. Subscriptions are



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