

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

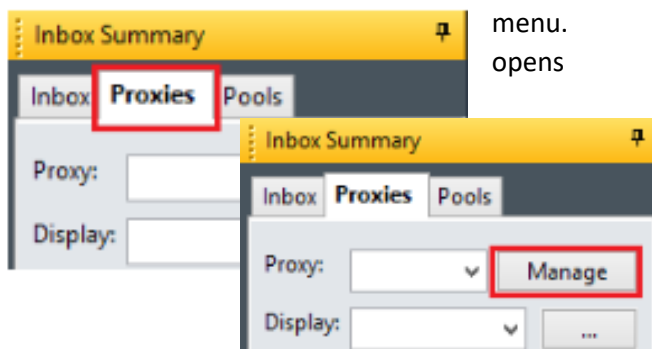
Providers typically use this tab to assign a colleague to their patients. If you are away, the **Proxies** tab enables you to grant access to another provider/user to manage messages in your Message Centre Inbox as your proxy. Your proxy has the ability to perform any activities you have granted them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

Manage Message Centre Proxies

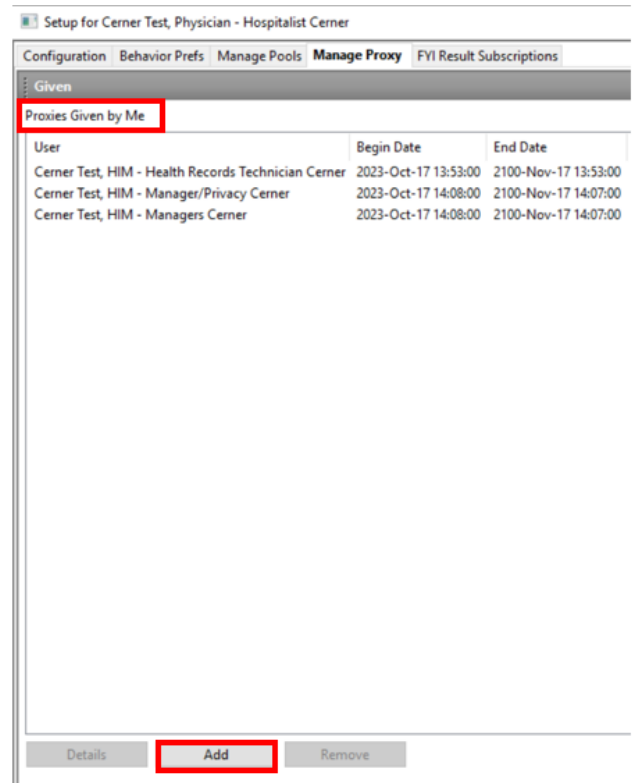
Proxy authorization enables another provider access to your Message Centre inbox to work with it as your proxy, which can be helpful if you are away. Your proxy has the capability to perform any activities that you have granted them authorization for, such as signing, refusing, and forwarding.

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.



3. Click **Add** on **Proxies Given by Me** column.

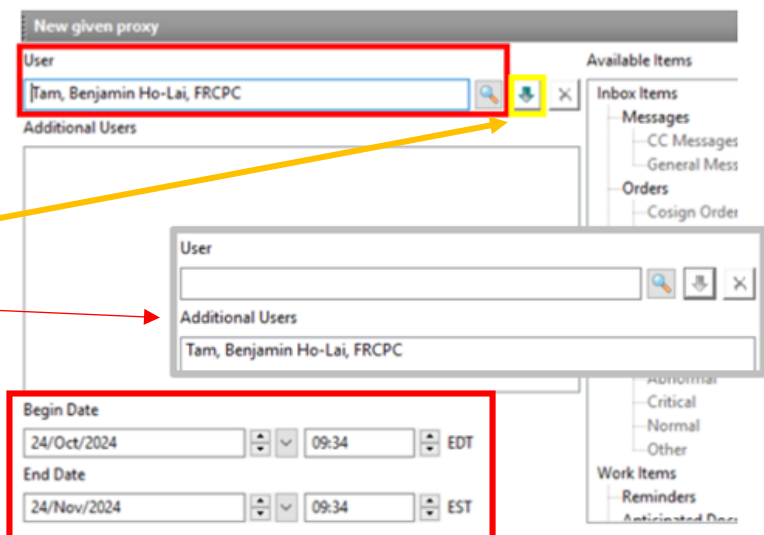


User	Begin Date	End Date
Cerner Test, HIM - Health Records Technician Cerner	2023-Oct-17 13:53:00	2100-Nov-17 13:53:00
Cerner Test, HIM - Manager/Privacy Cerner	2023-Oct-17 14:08:00	2100-Nov-17 14:07:00
Cerner Test, HIM - Managers Cerner	2023-Oct-17 14:08:00	2100-Nov-17 14:07:00

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 your Inbox messages during that period only).



New given proxy

User: Tam, Benjamin Ho-Lai, FRCPC

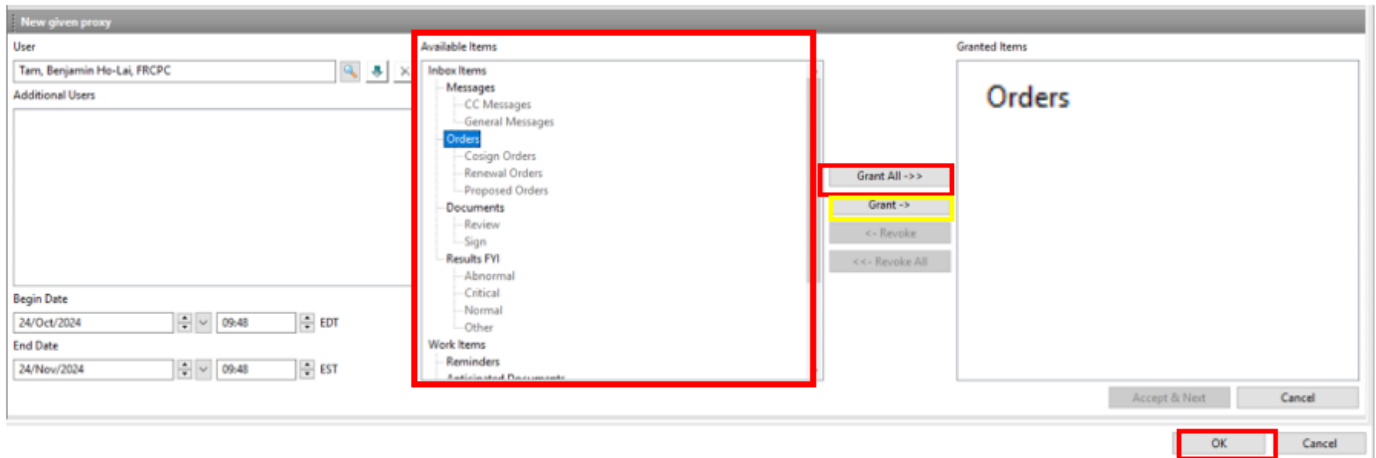
Additional Users: Tam, Benjamin Ho-Lai, FRCPC

Begin Date: 24/Oct/2024 09:34 EDT

End Date: 24/Nov/2024 09:34 EST

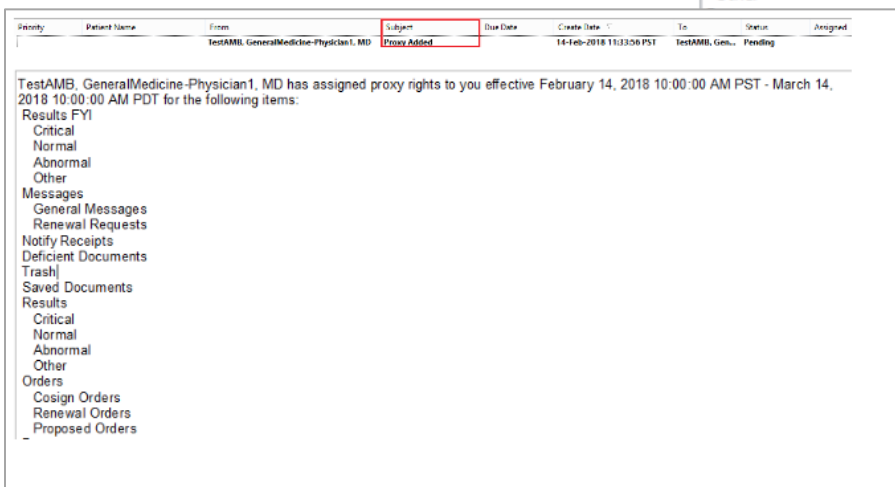
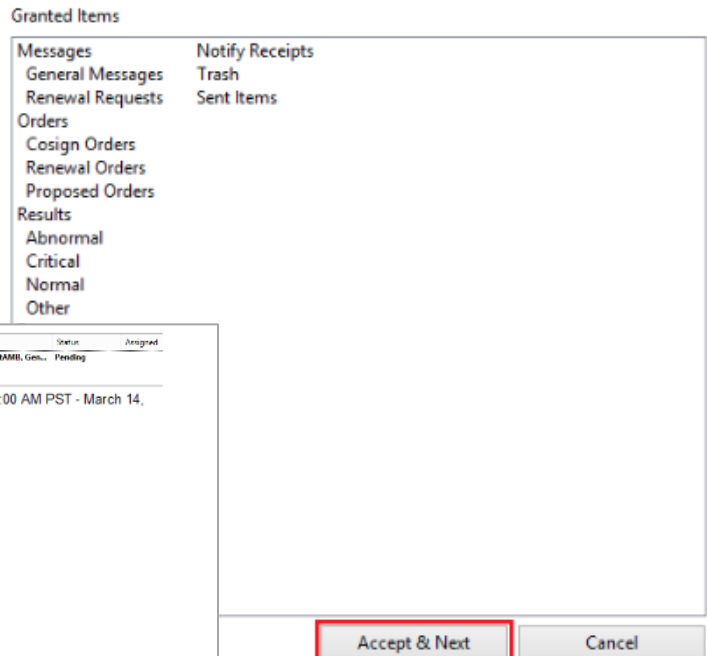
6. To grant **all** item types to the selected user, click **Grant All**. Click **OK**.

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



7. If you are granting proxies to more than one user, click **Accept & Next**.

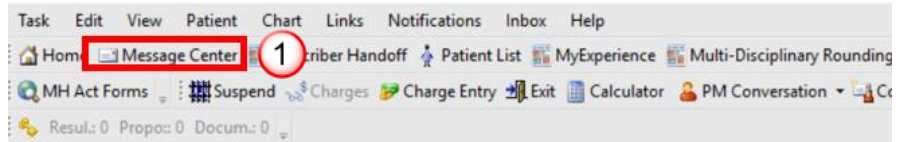
NOTE: Those who have been granted proxies will receive a message in their **Message Centre** regarding what proxies have been granted and the duration of the proxy access.



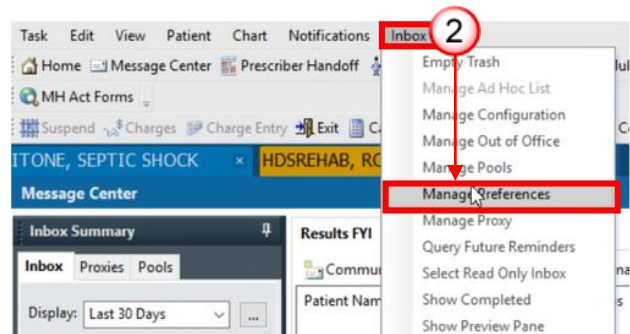
Turning on Post Discharge Results FYI Notification

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

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



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



3. Select the **FYI Results Subscription** tab to open.
4. 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 pulled over.

5. Click **OK**
6. The **Commit Progress** box appears; Click **OK** to save settings.

