Clinical IS **Job Aid**

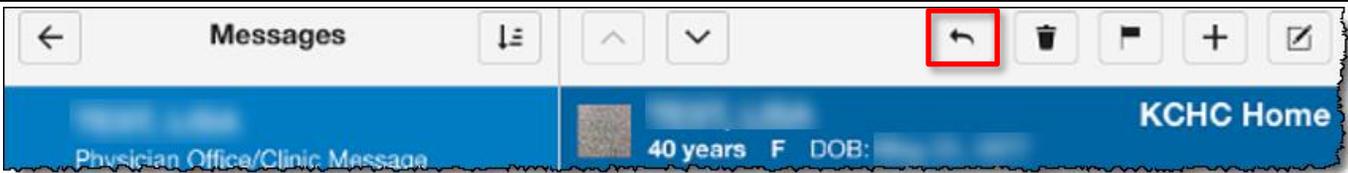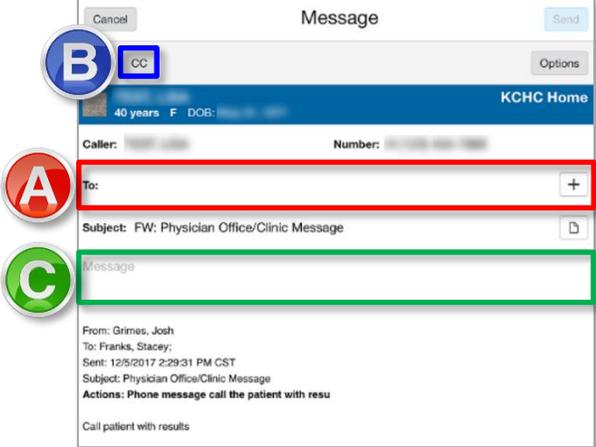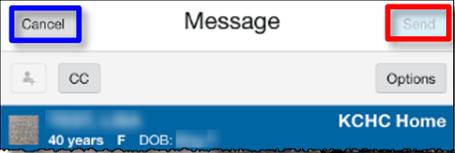|	
Topic:	**PowerChart Touch Message Center Sign / Modify Feature**
Facility:	**IU Health and Union Health**
Audience:	**PowerChart Touch Users**

Effective Date
Current Functionality

Contact
IU Health Help Desk
helpdesk@iuhealth.org

Overview: *A feature in PowerChart Touch Message Center allows users to sign and modify notes.*

Forward a Message

Step	Action
1	Click the **arrow** at the top right of the **Detail View**. *A drop down list of options displays.*
2	Select **Forward** from the drop down list. *The Forward Message window displays.*
3	Fill in appropriate fields: **A** Enter recipient(s) in the **To** field using the **Recipient Search** or **Recent Recipients** list. **B** Click **CC** and enter recipients if appropriate. **C** Enter text in the free-text **Message** field. **Note:** Text may be entered by free-text, using dictation, or with auto-text phrases.
4	Click **Send** *OR* Click **Cancel** if the message is to be discarded.

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Documents Folder

In the Documents folder, items are sorted into either a **Review** folder or **Sign** folder, Depending on document type.

Modify a Note

Step	Action
1	Click either **Review** or **Sign** to open the folder.
2	Click on the note within the folder to be addressed. *The note opens in the view panel to the right.*
3	Click **Modify**. *The note opens, allowing for changes/ additions to the note to be made.*
4	Click either **Sign** or **Save**.

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