CERNER MILLENNIUM

Reminders

This demonstration reviews how to use Reminders to send a notice to yourself or others in the future, or leave such a notice on the chart.

This has been prepared/updated using Millennium base code level 2015.01.21 with various package updates & mPage 6.5. Subsequent updates may display cosmetic & functional changes. All patient names displayed are fictitious. Use the keyboard or mouse to advance.
Often you’ll want to remind yourself, your staff, or a colleague about something regarding a patient—maybe now, or perhaps several days in the future. To do this, you can send a Reminder.

To begin, with the patient’s chart open, click the Communicate dropdown arrow, then Reminder.
If you had begun without the patient’s chart open, you could search for the patient here.

Conduct a search for your recipient. If it’s someone you’ve used recently, it’ll appear here as a suggestion. If not, use the search binoculars to conduct a more detailed search for recipient(s).

If you just want to send a reminder to yourself, click Include me.
As with regular messages, you can change the subject line, adjust font formatting, & choose whether or not to save to the chart.

If you want to send the reminder immediately, leave Show up set to 1 minute, then click Send.
But in this example it would be much more useful if the reminder appeared at a future date when it is immediately pertinent. Using any of the tools in the **Show up** section, adjust the date as desired.

You can also specify the time if necessary. This could be particularly useful if you want the reminder to appear later today.

When done, click **Send**.
When the show up date & time have arrived, the recipient will see the reminder appear in the Inbox.

Double-click the reminder to view it.
After reviewing & acting upon the reminder, click **Complete** to remove it from your inbox.
Another way to use Reminders is to leave one on the chart. Note the **Reminders** component that is found on most workflow tabs, or mPages.

As with many similar components, you have several display options.

You can create a chart reminder by going through the **Communicate** button on the toolbar as illustrated above, but you can also start by clicking the **Reminders + sign**.
To leave a reminder on the chart instead of sending it to a specific recipient, click the Show in dropdown arrow & select Chart.
Create your reminder as before, but notice a useful trick: You may be able to create a useful summary of the text in the subject line.

Add complete details in the body, then click Send.
Back on the chart (refreshing if necessary), you see the reminder. To view the text, click on it.
In this example, if you were the provider seeing the patient a couple months later, & you were going to be getting blood work, you could include the ferritin. When it comes back, you could go one step further & forward it to the creator of the reminder. After it's been done, click Complete to get rid of the reminder.
Back on the chart, the reminder no longer displays.
You’ll probably think of other uses for this chart reminder, since it can serve as a sticky note of sorts—one that, unlike the actual sticky note function in Millennium, can persist across encounters. This is particularly useful when there is no assigned/ideal spot to put such information in the system, such as this foster parent note.
You can add a **Due Date** if applicable, but the main thing that does is make the Reminder display in red on the workflow page if the due date has been reached.
The reminder displays, this time in blue, since the due date is in the future for this note, which you intend to stay here for the coming years. As before, you can click the reminder to view the details.
When & if there comes a time the reminder is no longer pertinent or correct, click **Complete**. Otherwise, just close the popup to leave the reminder active.

<table>
<thead>
<tr>
<th>From</th>
<th>Corner Test, Drfamilymed01 Cemer</th>
</tr>
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<tbody>
<tr>
<td>Sent</td>
<td>1/18/2017 3:15:32 PM CST</td>
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<tr>
<td>Subject</td>
<td>Foster parent details</td>
</tr>
<tr>
<td>To</td>
<td></td>
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**Addendum**

Foster mom is Jane K. Doe; birth parents are out of the picture. Patient has never met them.