

## Tip Sheet: Adding a Reminder to the Chart in Cerner PowerChart

---

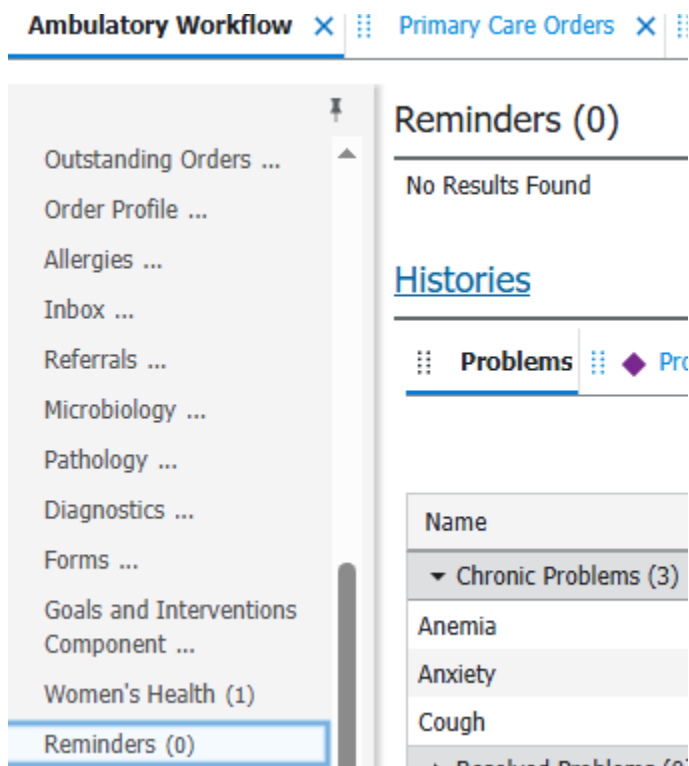
### Step-by-Step Instructions

#### 1. Open the Patient Chart

- Log into Cerner PowerChart.
- Open the chart of the patient you want to add a reminder for.

#### 2. Navigate to the "Reminders" Section

- Go to the Menu pane on the left side and select Reminders.





#### 3. Add a New Reminder

- In the Reminders window, click the Add or New Reminder button (usually a “+” icon).


#### 4. Fill Out Reminder Details


- **Show In:** Select where the reminder should appear (e.g., *Recipient's Inbox, Chart*).

- **To:** If assigning to a specific individual, enter their name in the To: section. *Leave blank if adding to the chart only.*
- **Subject:** Enter a short, clear title (e.g., “*Recheck A1C in 3 Months*”).
- **Message:** Only needed when sending to an individual


Patient:   Show in: Chart 

To:

CC:   Provider:

Subject:   ☐ Save to Chart

Attachments



- **Save to Chart:**
  - Check this box if the reminder should be saved as part of the permanent chart.
  - *Uncheck for most in-office tasks.*
- **Due Date:** Select the date the task should be completed (required when assigning to someone).
- **Priority (optional):** Set to *High* if needed.

## 5. Save the Reminder

- Click Send.
- **Show in Chart-** will now appear in the patient’s chart under the Reminders section.

## Reminders (1)



---


Subject	Subtype
<a href="#">Recheck A1C in 3 Months</a>	--

---

## Marking Complete

- To mark a show in chart task as complete (and remove from view):  
Click the reminder and use the green checkmark icon.

 Complete  Print



**ZZZTEST, TEST**  
Allergies: Cats, Grains, No Known Medicatio...  
Care Team: Dill, Robert S PA-C  
Clinic FIN: 60000019 [Visit Dt: 8/30/2024 09:00:00]

---

From: Brooks, Tosha  
Sent: 5/15/2025 10:32:11 MDT  
Subject: Recheck A1C in 3 Months  
To:  
Cc:

---