

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

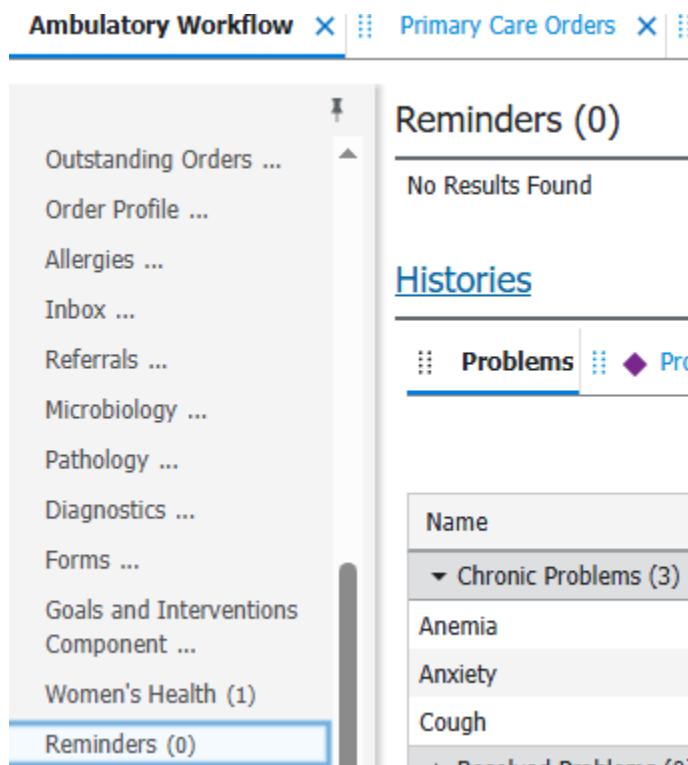
Step-by-Step Instructions

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: ZZZTEST, TEST

Show in: **Chart**

To:

CC: Provider:

Subject: Recheck A1C in 3 Months

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
Recheck A1C in 3 Months	--

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... D
Care Team: Dill, Robert S PA-C H
Clinic FIN: 60000019 [Visit Dt: 8/30/2024 09:00:00]

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