

Sending Attachments from Cerner Message Center to MyChildren's Portal

Policies Governing Attachments

To enhance efficiency in communication with patients/families, Children's staff can attach documents to MyChildren's portal messages.

A policy to govern use was developed by legal/compliance with endorsement by the HIM committee to guide appropriate use of this feature.

Click [here](#) to view the complete Children's policy.

Authorized Attachments at Any Time

- Patient specific documents, forms and questionnaires, handouts and education materials which would be given to the patient in person at the clinic.
- Documents that can be given to patients/families by the front desk staff without prior conversation between clinicians and families.

Note: These documents are also available on childrensmn.org.

Examples include:

- Patient-specific documents
- Blank forms and questionnaires
- Handouts and education materials

Authorized Attachments After Speaking with Families

The following documents are authorized to send once a conversation between the clinician and patient/family has occurred:

- Documents containing sensitive information.
- Documents containing abnormal results.

Examples include abnormal pathology, radiology, or genetics results.

Prohibited Attachments

- Documents transmitted through the portal that would be a violation of law or regulation

Examples include:

- A prescription for a controlled substance.
- Confidential information documented in the chart.

Attachments: From Cerner Message Center to MyChildren's Portal

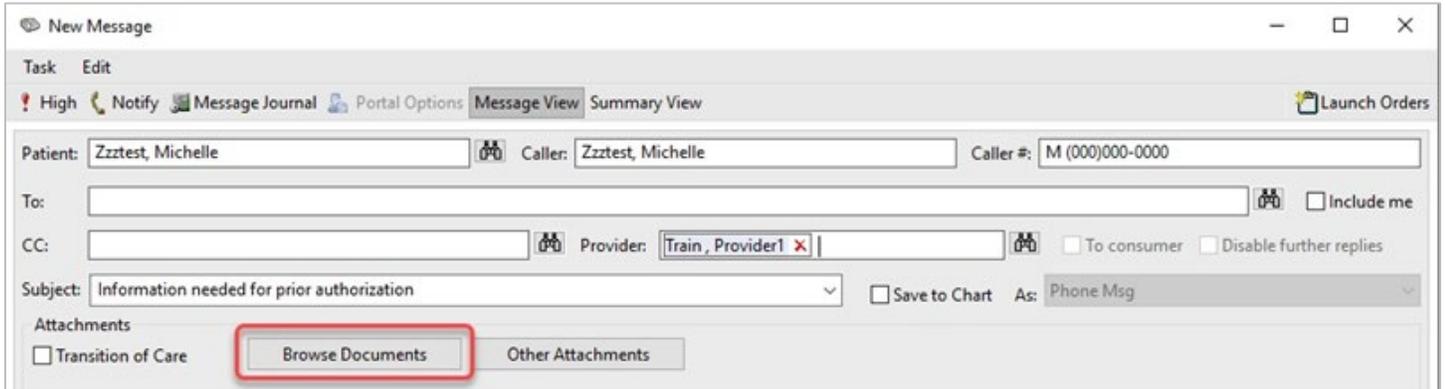
1. Click **Communicate** to create a new message.
2. Complete the appropriate message fields i.e., patient, subject, etc.
3. Click to select the **To consumer** box to send the message to the patient's portal.

Two attachment options are available: **Browse Documents** and **Other Attachments**.

Browse Documents

Browse Documents allows you to attach a clinical document from within Cerner.

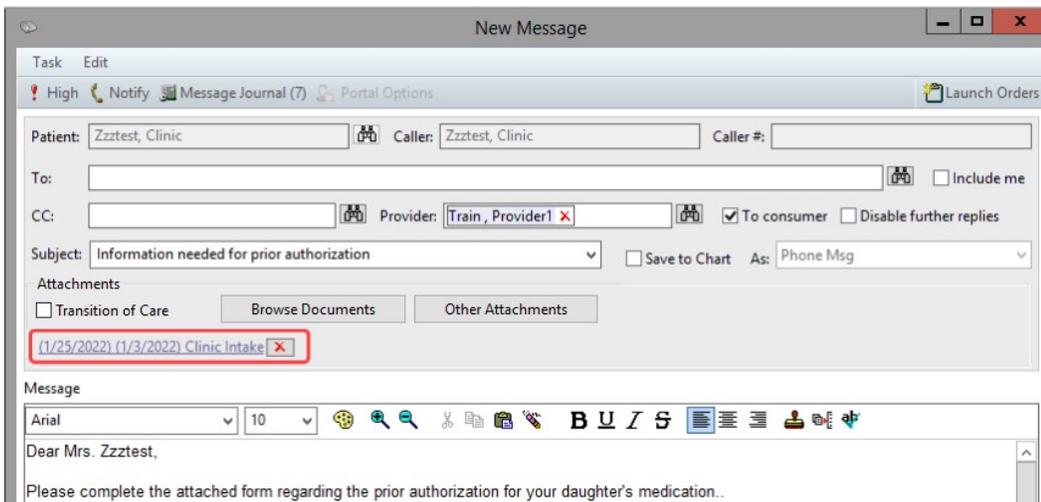
1. Click **Browse Documents**.



1. Select the document(s) to attach and click **OK**.



3. Your attached document displays.

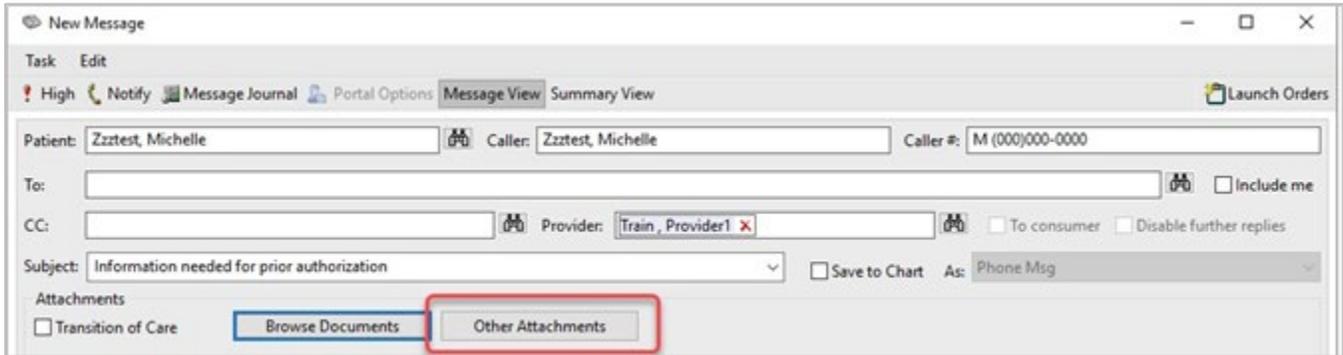


Other Attachments

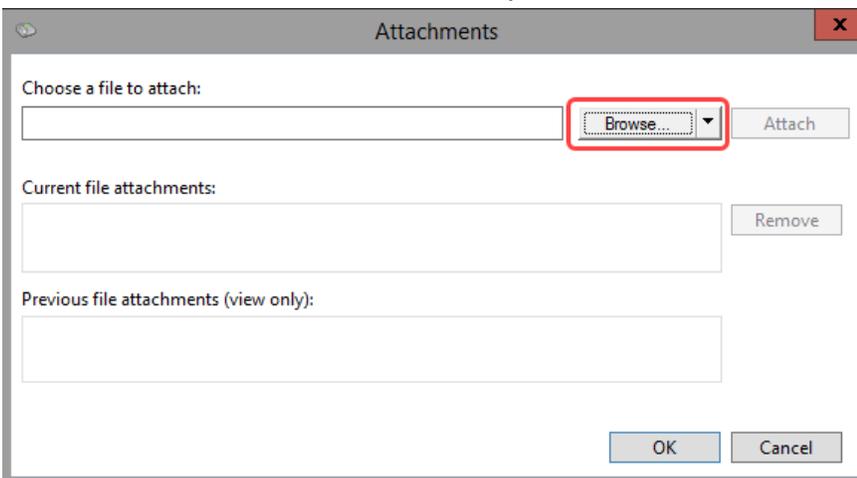
Other Attachments allows you to attach a document from OneDrive or attach a Cerner document not found within the **Browse Documents** option.

Attach a document from OneDrive

1. Select **Other Attachments**.

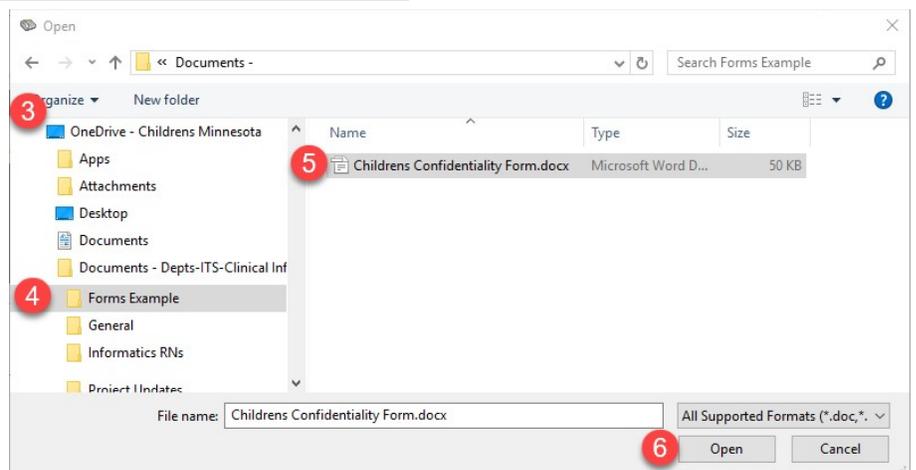


2. Click the **Browse** button which allows you to search the OneDrive folders on your Children's computer.

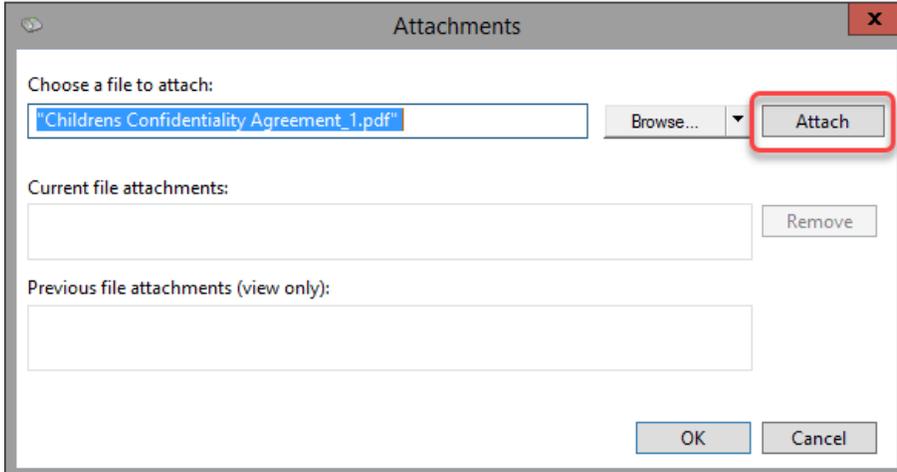


3. To locate a document, expand the OneDrive folder.
4. Select the appropriate OneDrive folder.
5. Select the document to attach.
6. Click **Open**.

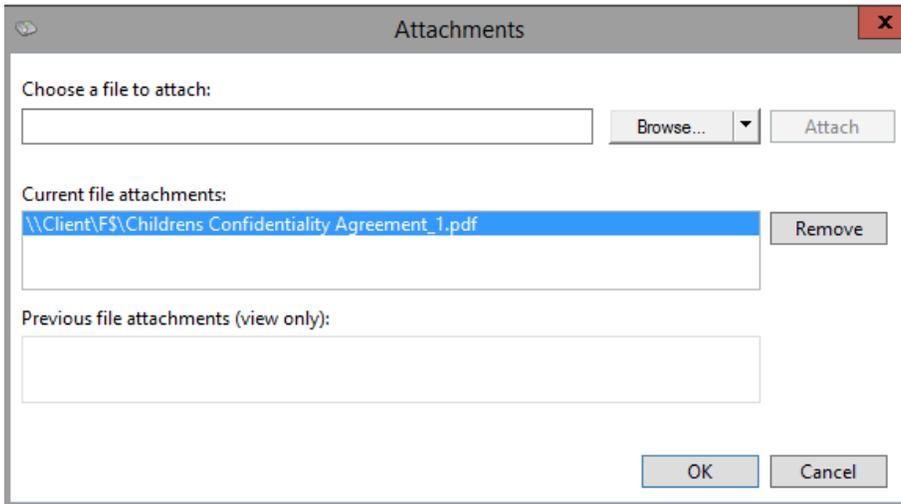
Note: Documents saved to the desktop are not visible here to attach in Message Center. The document **must** be saved to OneDrive. You must be logged into M365 before launching Cerner to access OneDrive.



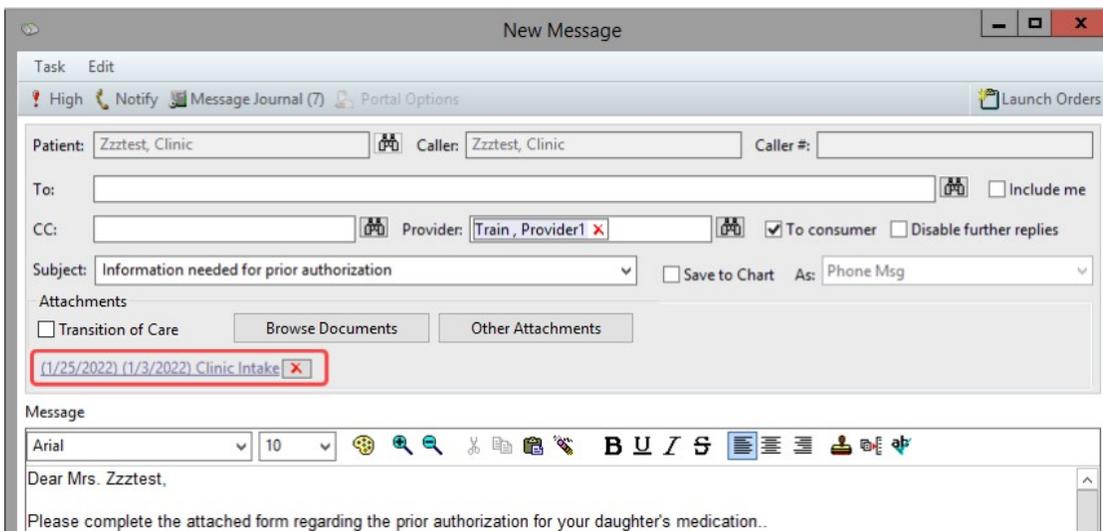
7. The selected file displays in the **Choose a file to attach** field. Click **Attach**.



8. The file displays in the **Current file attachments:** section. Click **OK**.

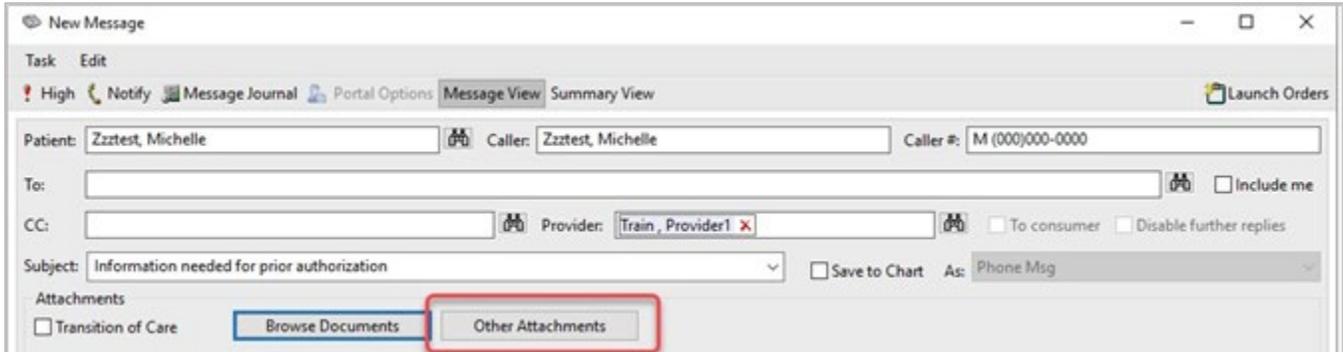


9. The attached document displays.

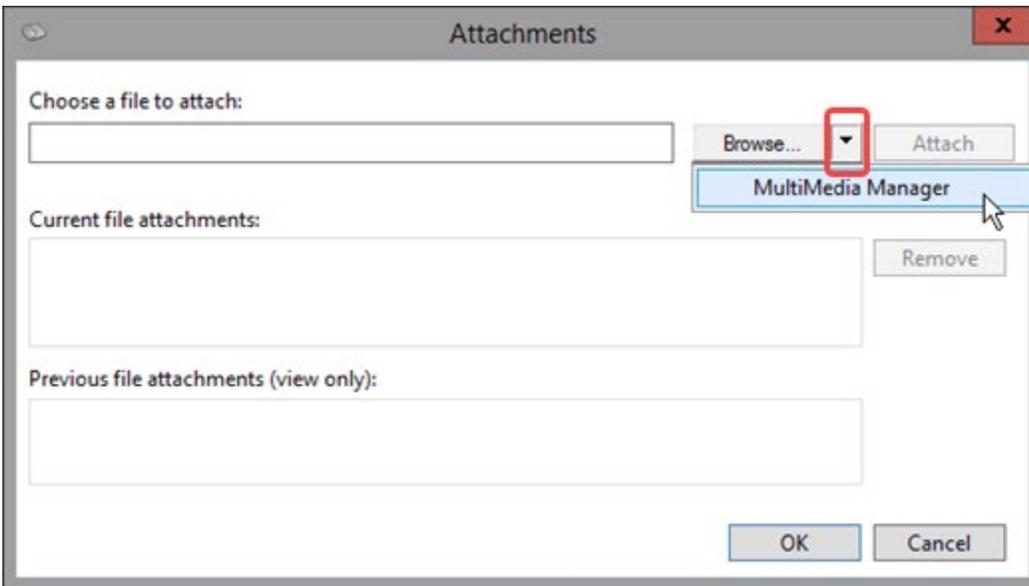


Attach a Cerner Document Not Found within the Browse Documents Option

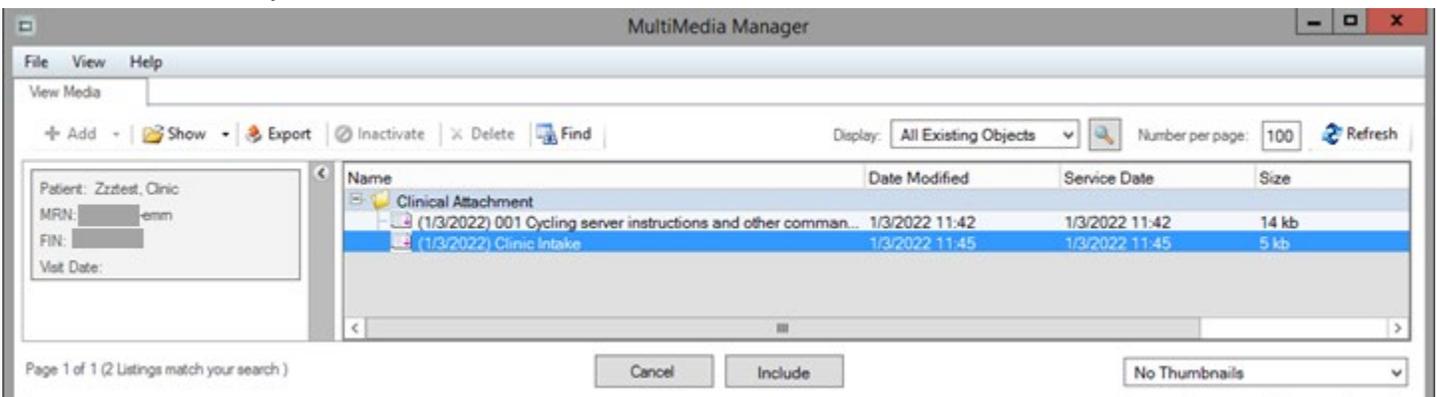
1. Select **Other Attachments**.



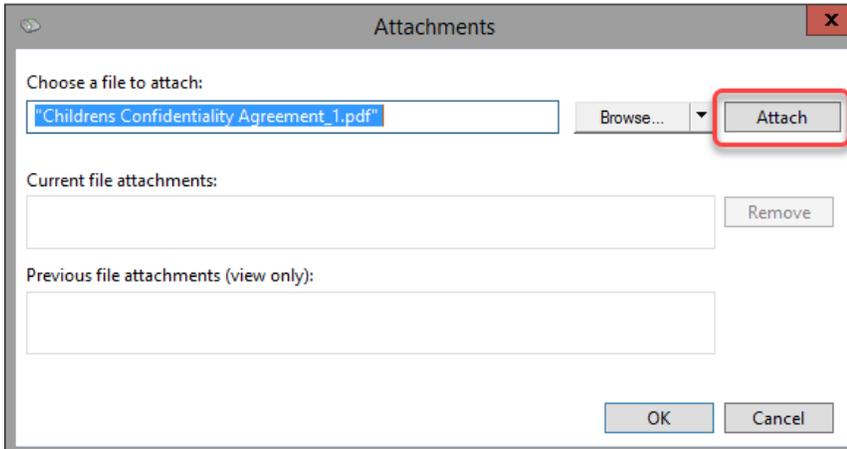
2. Click the Browse down arrow and click **MultiMedia Manager**.



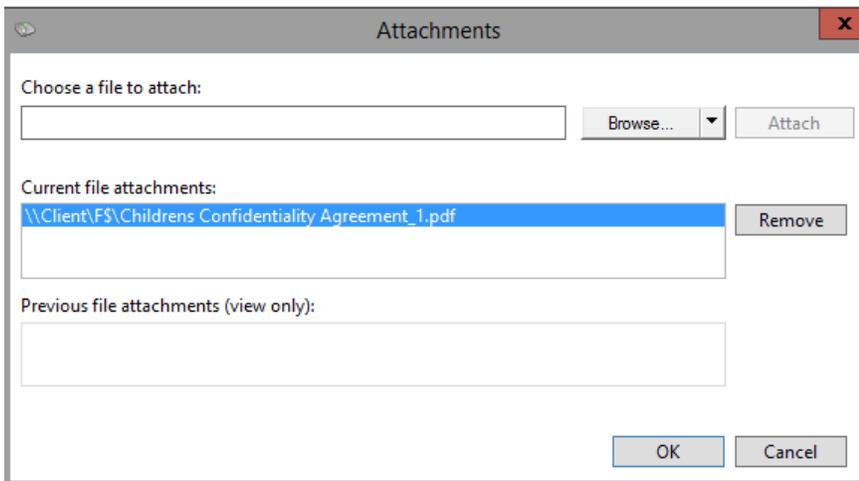
3. Select the document you would like to attach and click **Include**.



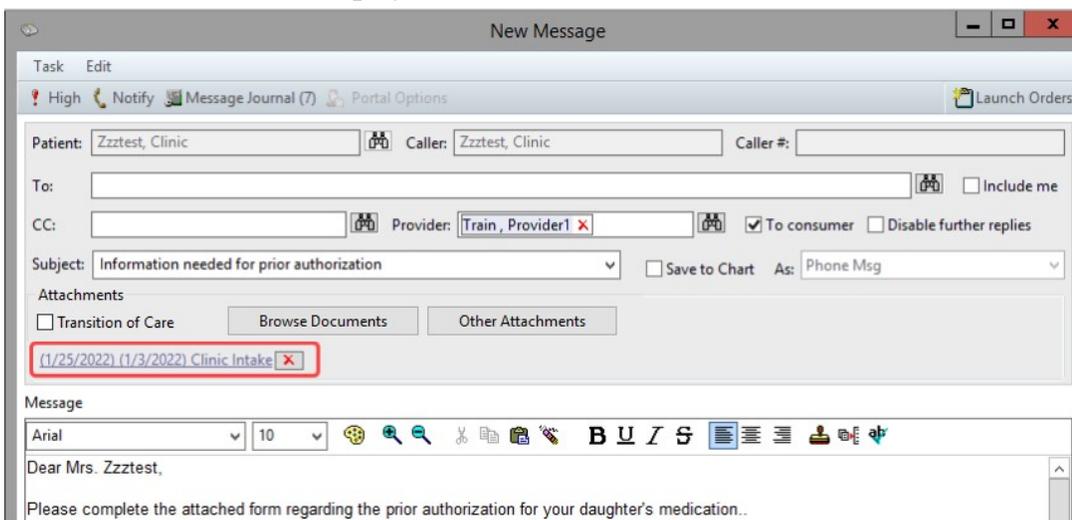
4. The selected file displays in the **Choose a file to attach** field. Click **Attach**.



5. The file displays in the **Current file attachments:** section. Click **OK**.



6. The attached document displays.



Once the message is sent from Cerner Message Center, it will display with attachment(s) in MyChildren's Portal.