

## **Message Center Pools**

Message Center Pools are managed by the employee during the onboarding process. The manager can advise the employee which pools are appropriate.

The following pools are restricted and require a ServiceNow request to set up appropriate access:

- HIM: Health Information Mgmt
- MCRC: Clinician, Office, Psych

## Adding Yourself to a Message Center Pool

1. In Message Center, click the **Pools** tab and click **Manage**.

Message Center		
Inbox Summary 7		
Inbox Proxies Pools	l	
Pool: Manage		
Display: 🗸	I	
Filters: All 🗸	I	

2. Type the first three letters of the name of the pool.

Configuration	Behavior Prefs	Manage Pools	Manage Proxy	FYI Result Subscriptions	
Available Pools					
Available Pool	s ado				
Adol Health					

**Note:** For Sedation and Procedural Services (SPS), type SPS in the **Available Pools** field. Select the appropriate campus.

Configuration	Behavior Prefs	Manage Pools	Manage Proxy	FYI Result Subscriptions
Available Po	Available Pools			
Available Pools sps				
SPS Mpls App SPS St.Paul A	ot Notification ppt Notification			

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## **Message Center Pools**

**Note:** If unsure of the pool name, type \* in the Available Pools field and click the search button. All pools will display.

	Configuration Behavior Prefs Manage Pools	Manage Proxy   FYI Result Subscriptions
	Available Pools	
	Available Pools *	
Ш	ADHD-Stp	Diabetes Endo Research (controlled)
Ш	Aerodigestive	Diabetes Endo Staff (controlled)
Ш	Amb Care Coordination-Mpls	Diabetes Endo Triage (controlled)
H.	Amb Care Coordination-Stp	Diabetes Endo Triage/Scheduling (controlled)
	Anesthesiologists - Minnetonka	Diabetes Endo WBY MA Staff (controlled)

3. Select the appropriate pool. Click the **Opt In** button to move a pool from **Available Pools** to **Member Pools**. You will have access to any pools listed in your Member Pools list. **Note:** To remove yourself from a pool, select the appropriate pool and click the **Opt Out** button.

I.	Setup for Train , Outpatient RN1	_ <b>D</b> X
Configuration Behavior Prefs Manage Pools	Manage Proxy   FYI Result Subscriptions	
Available Pools		
Available Pools ado	Nember Pools	
Adol Health	Opt In > < Opt Out	
	Add Details Remove	
/		OK Cancel

- 4. Click **OK** when done.
- 5. Pools you are a member of can be accessed from the dropdown in Message Center.

Message Center		
Inbox S	ummary 🏻 🖓	
Inbox P	Proxies Pools	
Pool:	Adol Hea 🔨 Manage	
Display:	Adol Health	
Filters:	All	
Inbox Items (0)		
Messages		

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