# MESSAGE CENTRAL

MEDENT's Message Central is a customizable screen that lets users track and manage message types that matter most to them. When security is enabled, users have the ability to set up their own Message Central tabs and divs as well as copy another user's tabs.

## Navigation

Users must have security enabled to set up My Message Central and Message Central for others.

To set up your own Message Central, from the main menu, click **Medical Records > Preferences > My Preferences > My Message Central** 

To set up another user's Message Central, click **Medical Records > Preferences > Other Preferences > Message Central Setup** 

To start your MEDENT sessions at Message Central, click the **Notification Menu > Settings > My Preferences > Display/PC Settings** and select Message Central.

### New Tab

To create a new tab, either click the **chevron** and the **gear icon** to the right of your Message Central tabs or click the **Notification Menu > Settings > My Preferences > My Message Central**. This will open the Tab Setup screen where you can create a **New** tab, rank or hide your existing tabs and **Deactivate** tabs.



On the top button line, click "**Copy Another User's Tabs**" to copy another user's Message Central tab setup.

When creating a new tab, you can copy another tab's settings or start from scratch.

## New Area/Div

On the top button line, click **"Tab Setup"** and **"Add Area to Message Central."** Then, select the area you wish to add to this tab.

Here, you have the option to **Set Tab as Default**, set the **Number of Columns**, **Change Tab Name** or **Deactivate Tab**.

You can also click the gear icon in each area heading to **Set Area Name**, select **Max To Show**, set the area's **Color**, add **Filters** and more. The options here will depend on which area you've selected.

Click the plus sign to the right of each div heading to create a new item in that area.

#### Example

Revenue Cycle (RCM) Statuses - All Prov	Reception My	Day Order Status	VIEW Entire Staff	VIEW All Providers	ePA Elec Prior Auth	>> Message Cent
In Room waiting for me Patients Seen		Dr's OPEN Phone Messages +		= Pending Signatures =		
A Nichols, Luis VIDEO: 6 mth FU Diabetes, Hyperte Rm: 4     11:45am     Ostanek, Joanne PT30: PT - Daily Shoulder, Left Rm: 1     12:30pm	Kemer, John J Sanchez, Jose Mayer, William A		Open A Kimmy Gage 4:56pm Patient Call: Lab results A Sara Abbey 11:54am		No Items To Display My eRxs	
	Evans, Mika A 🔍		Patient request for health infor PT Info A George J Edwards 8:55am Hemoccult Needed Hemoccult		You Have 2 Refill Requests My Script Queue	
Patients to be seen		Steven J Button     Steven J Button     Steven J Button     Review		You Have 3 Items in Your Queue		
Wartin, Mary E     WCC: 2 Year Well Child       Smith, Betty     EST15: Flu Symptoms       Flannery, Ma     NP15: Well Child Visit - L			Carol K Martin 8:33am Patient Call: Prescription refill r Refiltregu	Patient Portal Messages	+ Open 1k_ 4:36pm	
Chung, Jose P/E: Chronically Comple	Þ		Unread Emails	+	M. Si Patient Portal Hx U	J 8:34am
			New Patient Education Material Fwd:New Patient Education Material		Dr's Open TODOs	+
			Meeting with Accountant at 06:00pm this Thu		No Items To Display	