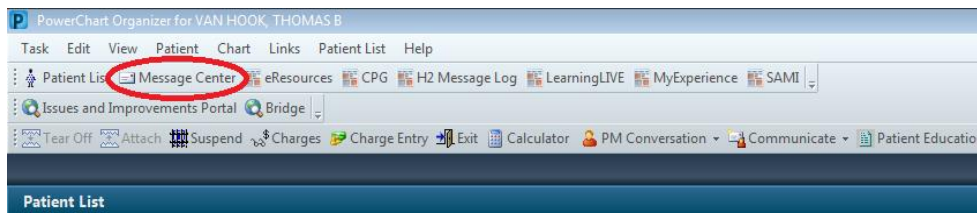


## Proxy Setup Within iCentra Message Center

This guide gives direction as to how to set up a message center proxy within iCentra. This adds the capability for User A to allow any other user, User B, to see messages of User A. User A can grant rights to User B to see the contents of some or all of the message folders of User A. If User A and User B have the same level of privileges within iCentra, User B can also sign off/review those things within those message folders he/she has access to.

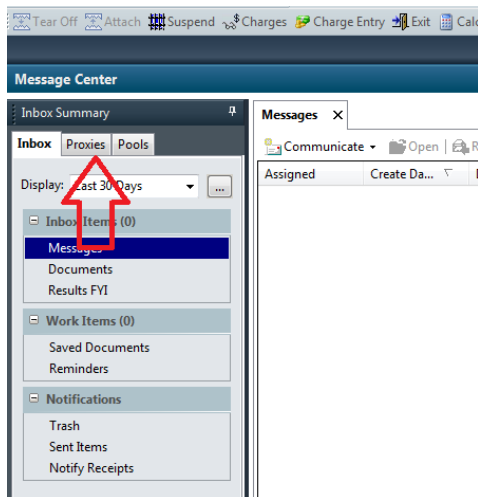
**NOTE: an MA or anyone else with lower level privileges CANNOT sign a doctor's notes or approve procedures a doctor must sign off on even if proxy rights are granted for the message folder the approval/review message is located in.**

This guide assumes the starting point that the user is already logged into iCentra. No patient chart need be active.



You should see something like the picture at left towards the top of your screen:

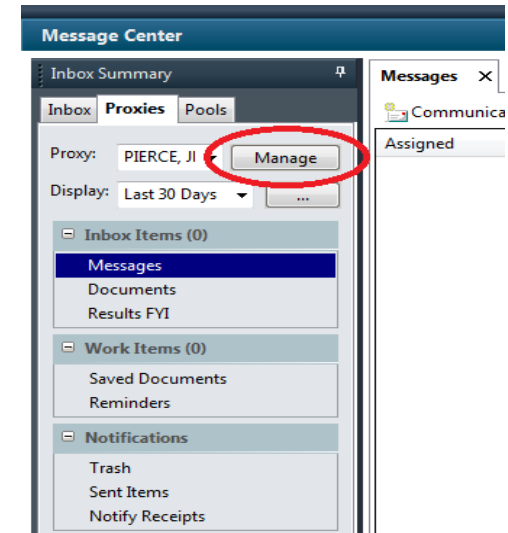
Assuming Message Center is not already open, click the "Message Center" button to open it.

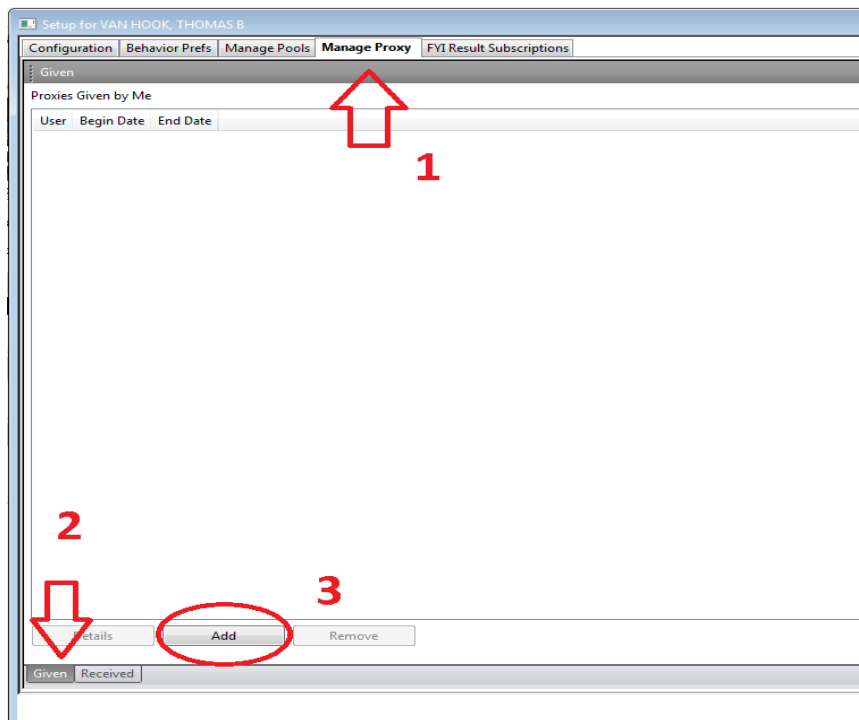


Your screen should now look something like the picture at left.

Click the "Proxies" Tab...

... And then click the "Manage" Button:





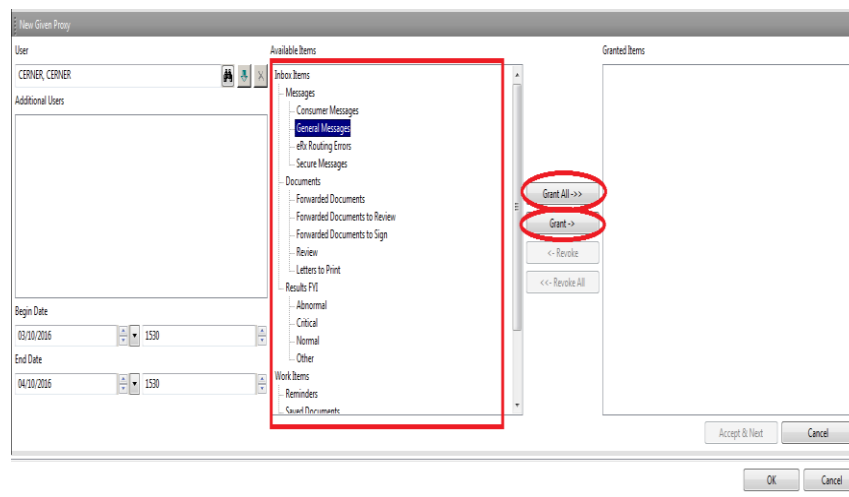
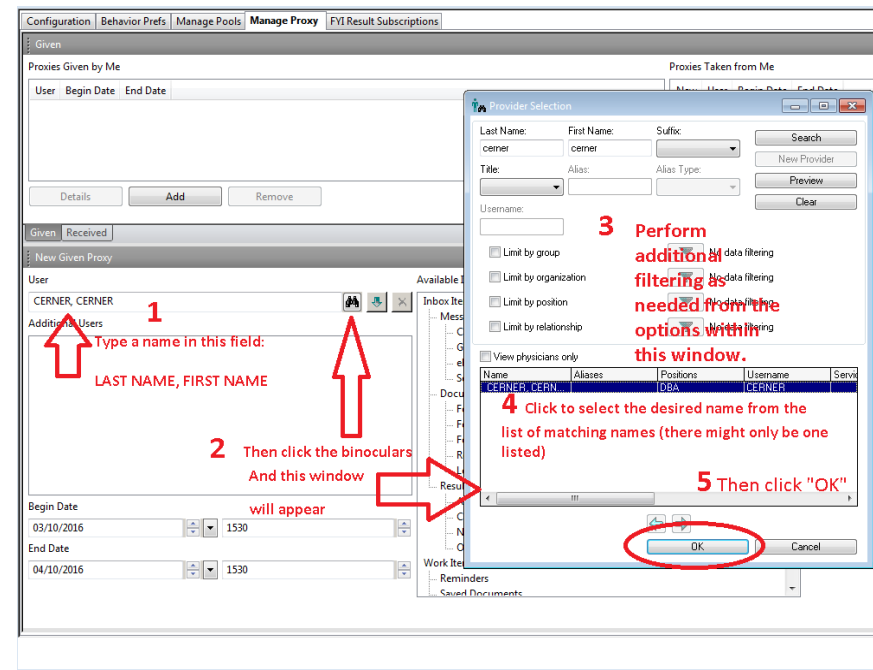
You should now see this.

1 – Select “Manage Proxy” Tab

2 – Select “Given” Tab

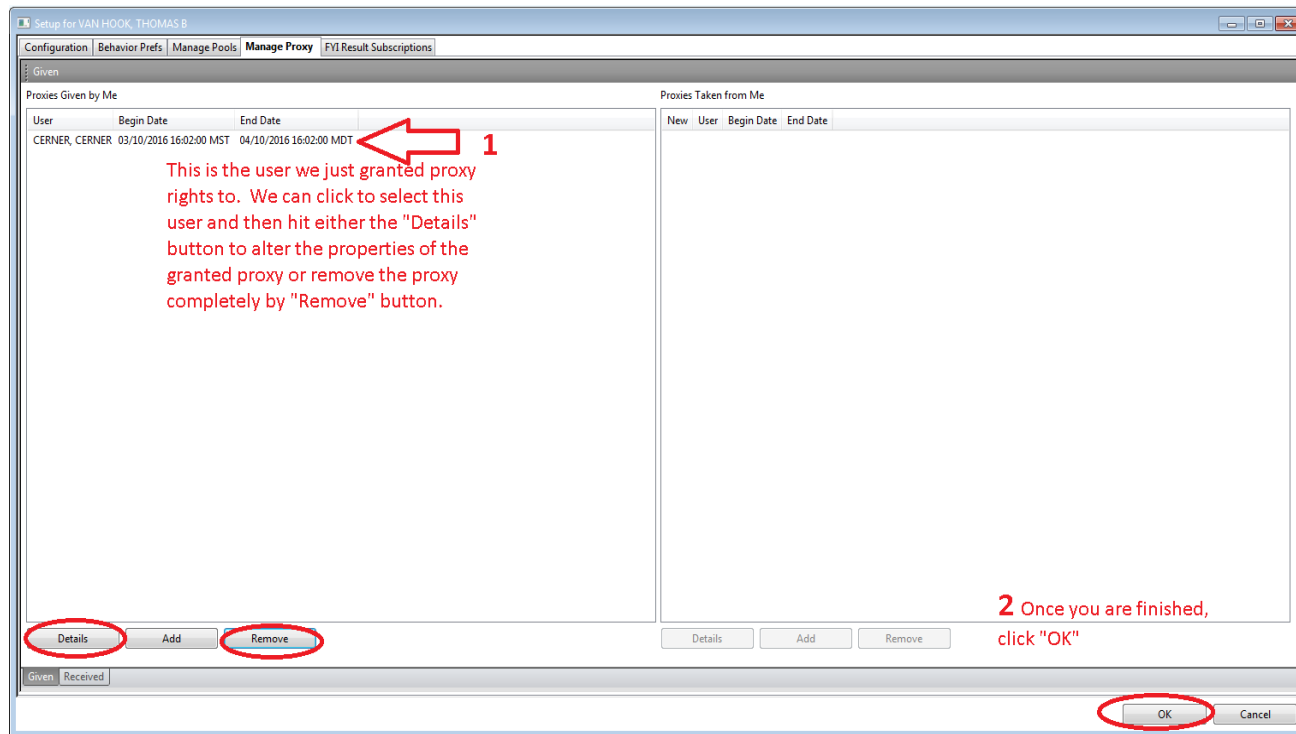
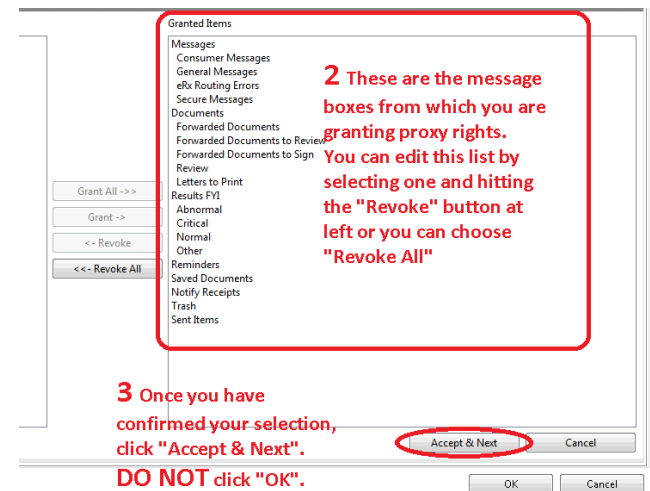
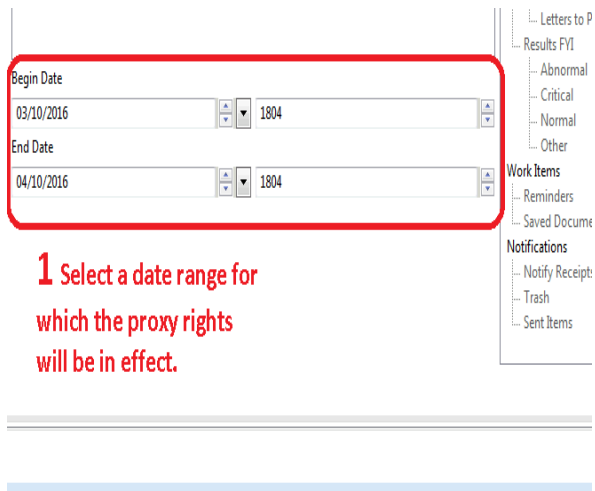
3- Click the “Add” Button

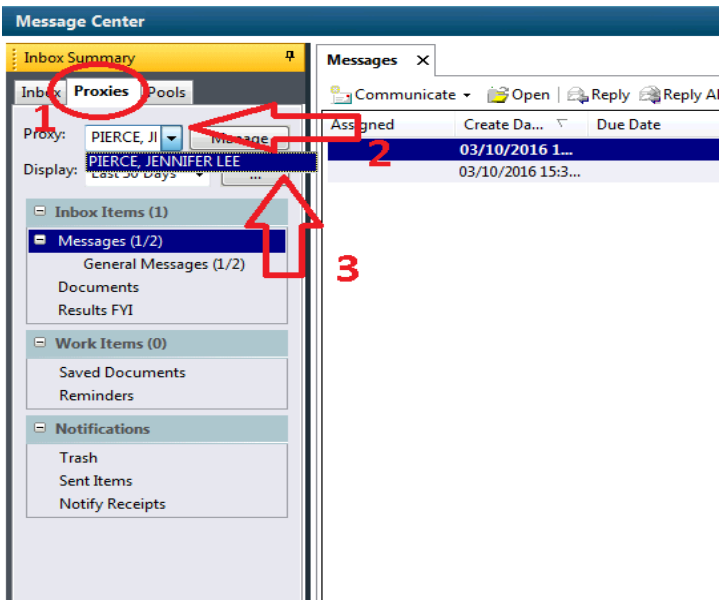
Follow sequentially the red text in the screenshot at right. →



In the red highlighted box at left are all available message folders. Click to highlight any and all message folders you wish to grant proxy rights for. Then click the “Grant →” button. This adds the selected item(s) to the “Granted Items” list.

Alternatively, you can choose “Grant All → >” if you would like to grant proxy rights for all message folders.





## Viewing the Proxy Messages

Once proxy rights have been granted to a user, the user given proxy rights can view the messages folders for which they have been granted proxy by doing the following:

- 1 – With Message Center open, click the “Proxies Tab”
- 2 – Hit the down arrow to expand the list of people for whom the current user has been given proxy rights
- 3 – Click to select user whose messages you wish to view.

Select the message folder you wish to open and the selected person’s messages will now show in the messages window pane.