

## Promote Patient Message

For organizations with ADT interfaces sending information into CardiacCare, it is necessary to review the messages and process them to create or update the referenced patient records.

**NOTE: Only CardiacCare users with the Promote Message permission (shown in red below) may promote patient messages. Permission can be checked by clicking the username in the top right corner of the menu bar (in red below).**

The screenshot shows the 'User Information' page for a user named 'TrainingAuthVMicmi\_ebekir'. The 'Permissions' section is divided into five categories: Application Configuration, Export, Utilities, Other, and a fifth unlabeled category. Under 'Application Configuration', the 'Promote Message' checkbox is checked and highlighted with a red box. Other permissions include 'Act as the Interface Engine', 'Allow machine login', 'Security Manager', and 'System Configuration'.

### Promoting Messages

Promote patient messages can be found under **Utilities**. To access promote patient messages:

1. Hover over **Utilities** in the CardiacCare menu bar.
2. Select **Promote Patient Message** from the dropdown that appears.

The screenshot shows the top navigation bar with 'Utilities' highlighted in red and a red callout number '1'. A dropdown menu is open, listing various utility options. 'Promote Patient Message' is highlighted with a red box and a red callout number '2'. Below the menu is a table of 'Recently Viewed Patients'.

	Last Name	First Name	Middle Name	MRN	Gender	Alternate ID
>	ACEVEDO	DALE		643763	Male	
>	Free	Larry	M	123456789	Male	
>	Hawks	Cindi	H	6792381	Female	
>	Bacon	Chris	P	006006	Female	
>	AARON	CARIDAD		666464	Female	
>	Smith	Sue		333444555		
>	Patient	#30		12011952		
>	Patient	#3		VVVV		

Once in **Promote Patient Message**:

1. Select a specific facility from the facilities dropdown (if desired and if your organization has multiple facilities, if not, leave this set to Any Facility).
2. Type in search criteria, such as a patient last name, if desired, in the search bar. If a user is not looking for a specific message or does not want to narrow results down, this can be left blank.

3. Click **Go** to display ADT message results. If a user skips the previous two steps and clicks Go, all available ADT messages to promote will display.
4. If desired, users may sort the displayed information in ascending or descending order by column, by clicking on a column name (for example sort by last name).
5. Click **Promote**, to promote the corresponding patient message.

The screenshot shows the 'Promote Message' interface. At the top, there is a search bar with a 'go' button and a '+ New Patient' link. Below the search bar, there are two input fields: one for 'Any Facility' (dropdown) and one for 'test'. A 'go' button is to the right of the second field. Below these fields is a 'Show 10 entries' dropdown. The main part of the interface is a table with the following columns: Interface, Promote, Entry Date, Facility, MRN, Alternate ID, SSN, Last Name, First Name, Middle Name, DOB, Hospitalization Date, and Acc Nun. The table contains six rows of patient data. The 'Promote' button for the fifth row is highlighted with a red box and a red arrow labeled '5'. At the bottom, there is a pagination bar showing 'Showing 1 to 6 of 6 entries' and 'Previous 1 Next' buttons. The footer contains the copyright notice '© 1991-2021 by Cedaron Medical, Inc.'

6. If the message is successfully promoted, there will be a confirmation in the upper right corner, stating, "Message successfully promoted. Patient Created."
7. Users may jump directly to the newly created or updated patient's record by clicking on the **Patient Created** link in the green box, to validate the information, if desired.

This screenshot shows the 'Promote Message' interface after a successful promotion. A green confirmation box in the upper right corner contains the text 'Message successfully promoted. Patient Created.' with a red arrow labeled '6' pointing to the box and a red arrow labeled '7' pointing to the 'Patient Created' link. The search filters and table from the previous screenshot are still visible, but the 'Promote' button for the fifth row is no longer highlighted.