AUTHORISING STUDENT AND HCA DATA

1.	Log in to Powerchart and open your patients record.

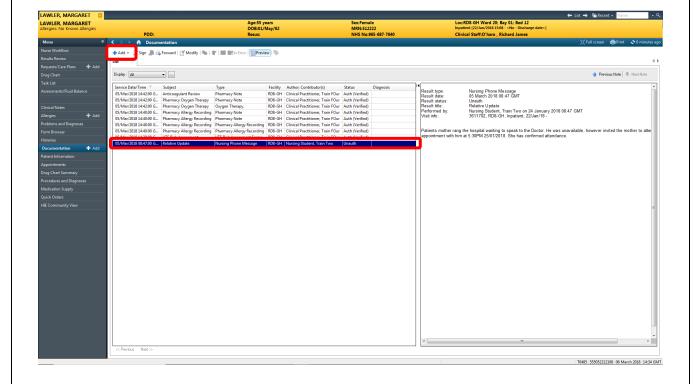| 2.	To authorise clinical notes/documentation, go to the Documentation main menu option.

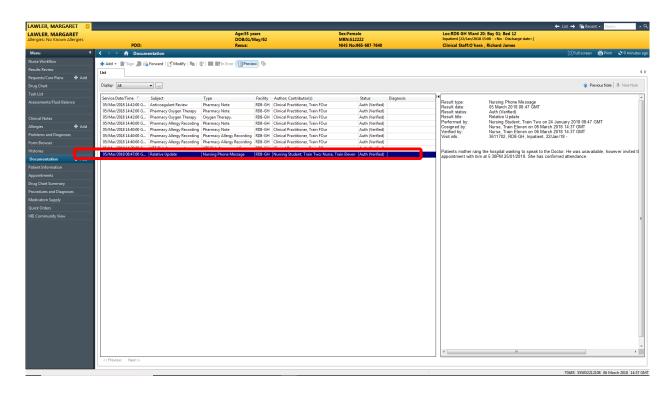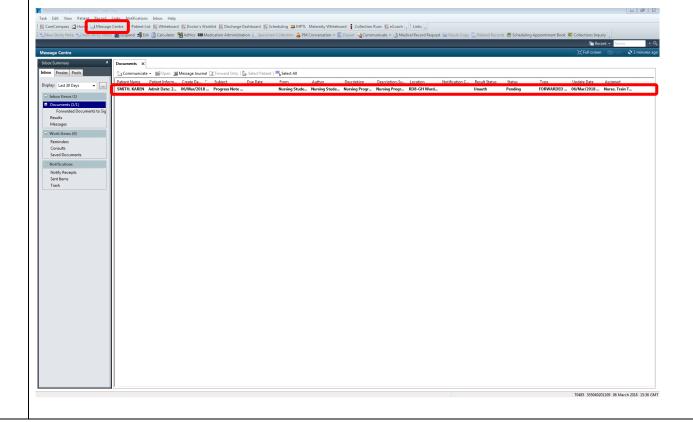|	
3.	From here, look down your list of clinical notes to see if any have been completed by a student nurse or HCA. For quick reference, you can look in the status column for any that are set to 'Unauth'.
4.	Click on the unauthorised documentation and then click the sign icon to authorise this:

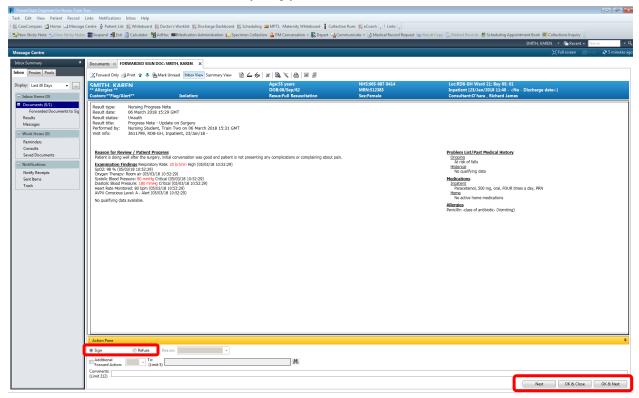| 5.	You will see that the document will now turn to Auth (Verified), after you have refreshed the page.

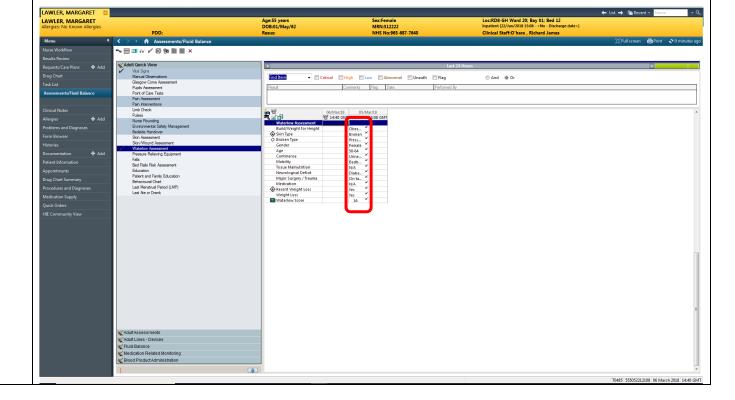| 6.	Alternatively, any documents for authorisation that have been sent to you directly to sign will be available to view in Message Centre.

7. Double click the message and you will see the documentation in full. You have the option to either Sign or Refuse. Once you have made your decision click OK & Close or OK & Next depending on your inbox. If you click Next, anything you have chosen will not save.
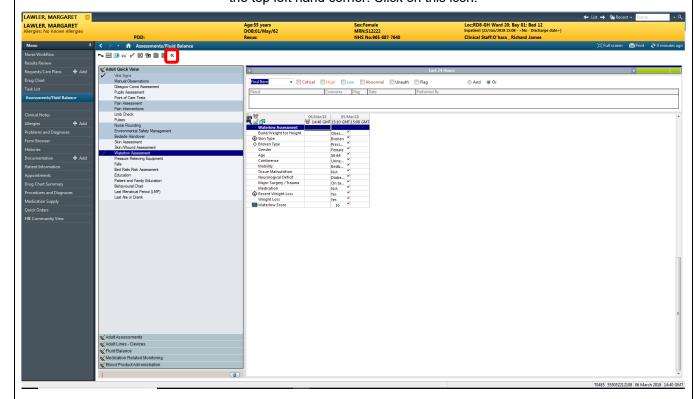

8. To Authorise data entered, go to Assessments/Fluid balance from the main menu. You can spot unauthorised data by the green tick/red cross overlapping each other next to each cell. (Example below).
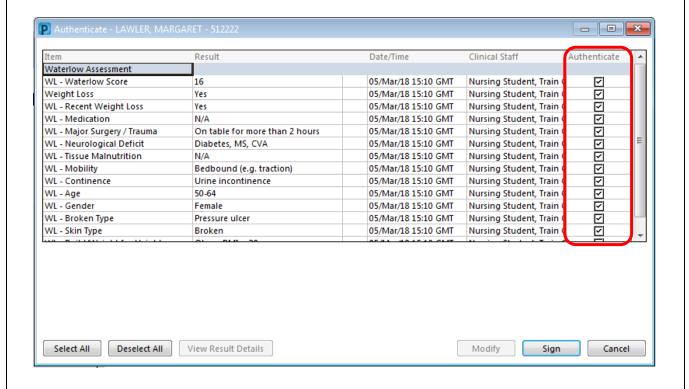
9.	In order to authorise this data, look for the green tick/red cross overlapping each other near your sign button in the top left hand corner. Click on this icon.

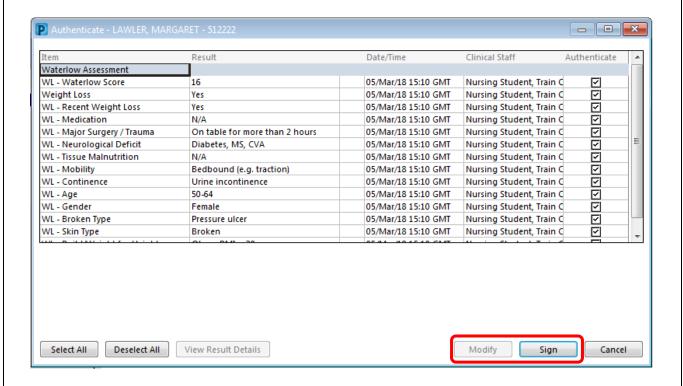| 10.	The authorisation window will pop up to show all the data that has been entered and needs authorising. By default, all boxes will be ticked so when you click Sign, you will be authorising all data. If you are not happy authorising a certain data entry then you can untick this box.

11.	You can, if you wish, change the entry yourself by clicking the relevant data result and clicking modify. Although the individual who entered the data should modify themselves if something needs changing.

12.	The data will now show as authorised.