

LOCATING AND SIGNING A SAVED DOCUMENT

VIA DOCUMENTATION

1.

Complete the Document within the Patient record (this is an example from Documentation – SOAP Note). Click Save once complete if you wish to carry on or Save and Close if you want to temporarily do something else. However, whilst a document is under the 'save' status it is only visible to the creator of the document.

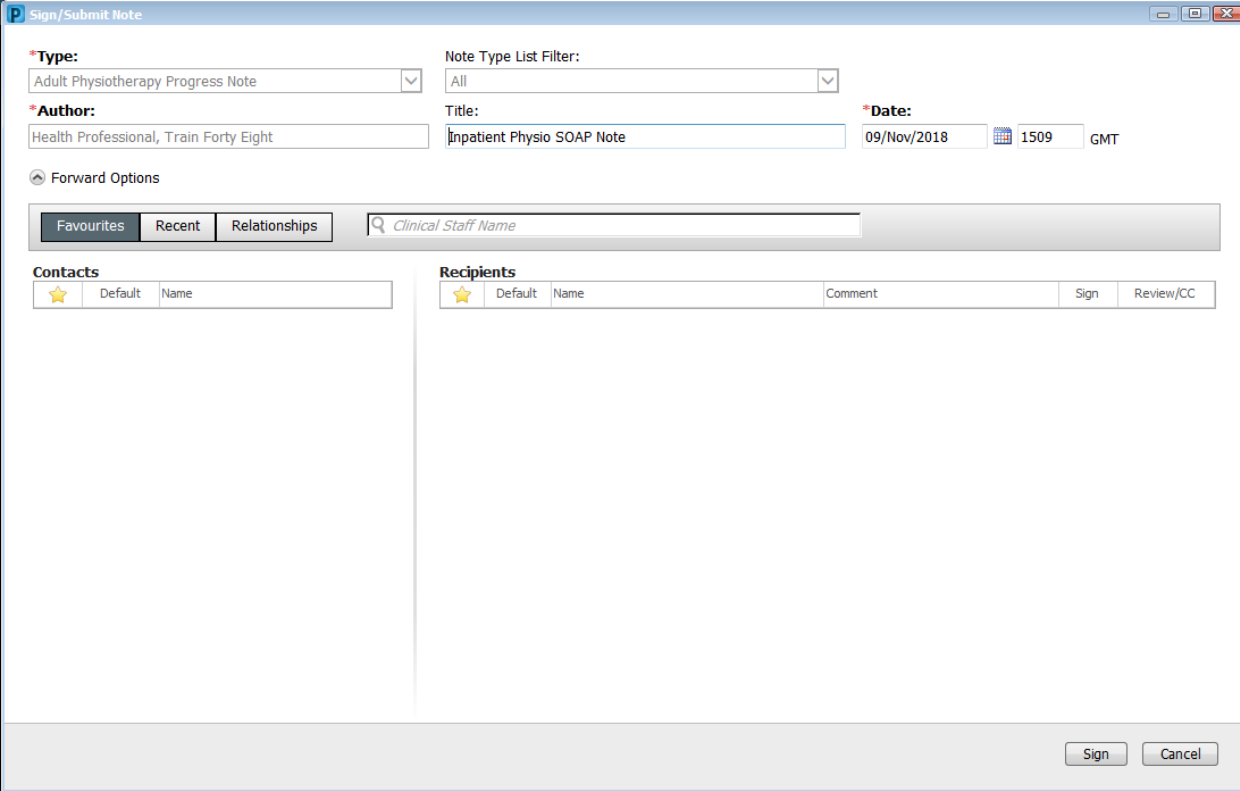

2.

Name the document as appropriate (Title) and click OK once complete.

3.

For the purpose of this example, Save and Close was chosen. Therefore, you can now carry on navigating around the patient record. To locate the document to sign it, click on Documentation from the main left hand menu.

Service Date/Time	Subject	Type	Facility	Autho
09/Nov/2018 15:09:00 G...	Inpatient Physio SOAP Note	Adult Physiotherapy Progress Note	RD8-GH	Health

4.	<p>The document is visible here with a status of 'In Progress'. To complete, double click on the title of the document or select Modify from the list of items at the top and you can finish the document. Then click Sign/Submit.</p>
5.	<p>The below pop up will display on the screen. Check the details are correct and then click on Sign. Document will now appear as 'Auth (Verified)' under status.</p> 
VIA CLINICAL NOTES	
1.	<p>Complete the Document within the Patient record (this is an example from Clinical Notes – Adult Dietetics Progress Note). Click Save once complete if you wish to carry on or Save and Close if you want to temporarily do something else. However, whilst a document is under the 'save' status it is only visible to the creator of the document.</p>
2.	<p>The document will then again be 'In Progress' under status. You can either update and Sign via Documentation as shown above or within Clinical Notes, click on the Modify icon.</p> 
3.	<p>Complete the document and click on Sign once finished. Document now appears as 'Auth (Verified)' and will be visible to everyone looking in Clinical Notes and Documentation.</p>