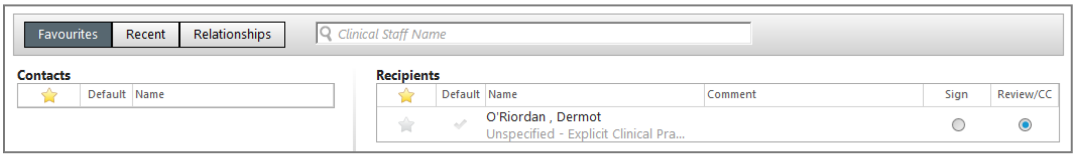
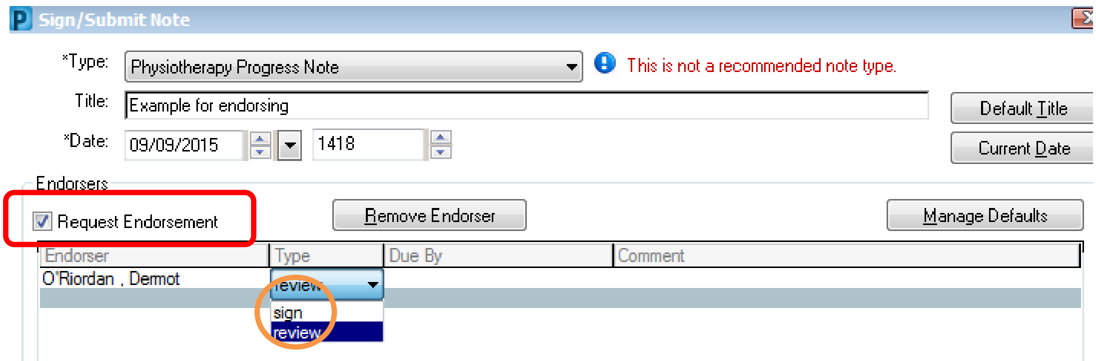
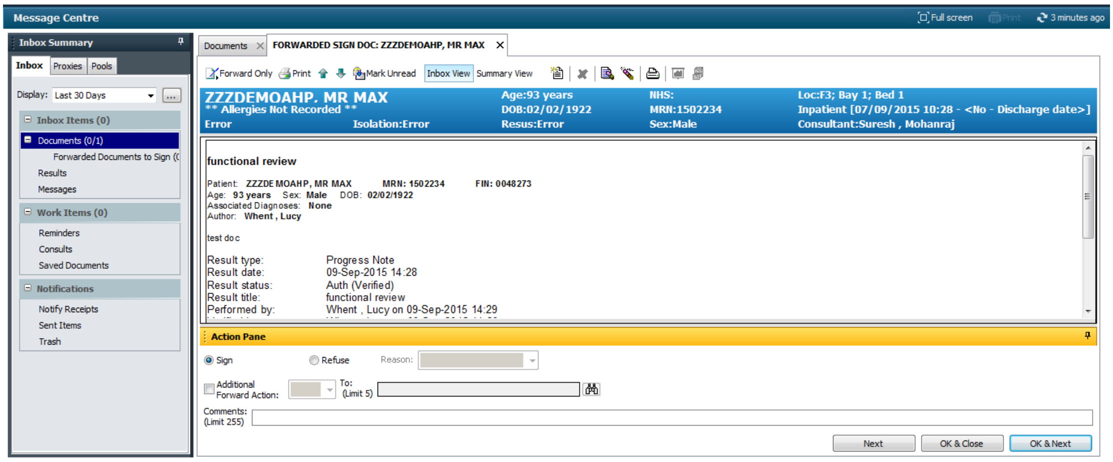
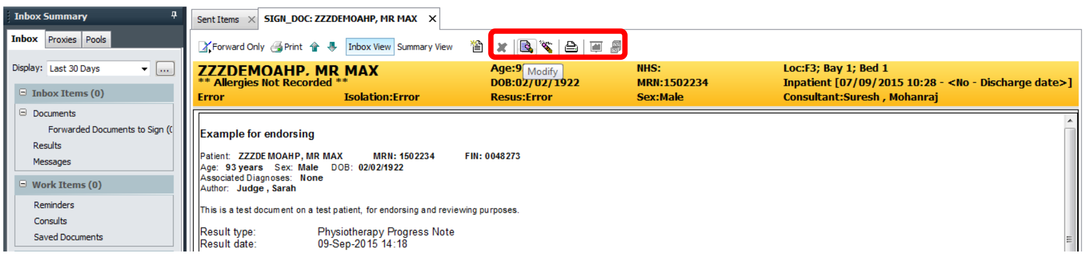
SENDING DOCUMENTS/MESSAGES FOR REVIEW OR COUNTERSIGN

IN WORKFLOW PAGES / DYNAMIC DOCUMENT TEMPLATES	
1	Complete your document and click Sign/Submit
2	Forward options will display  Select the user in the 'Clinical staff name' search box. Use the radio buttons to select Sign or Review/CC Add default or favourite users using the star icon.
IN DOCUMENT (POWERNOTE) TEMPLATES	
3	Complete your document, and click Sign/Submit.
4	Give your document a title, then click in the check box for 'Request Endorsement'. 
5	Enter the name (or search for) the member of staff you wish to sign or review your document.
6	Select 'Sign' if you wish to have them as a co-signature, (e.g. a consultant once the document is typed by their secretary or if a student requires a co-signature). Select 'Review' if you wish them to see and review the document.
7	Add comments and 'due by' information if required. Click Sign.
RECEIVING A DOCUMENT FOR REVIEW OR SIGNING.	

8	In PowerChart or FirstNet, open Message Centre using the button in the toolbar.
9	Single left click on the message and click ‘open’. The document will open with an options box beneath it. 
10	You can ‘Modify’ or ‘Correct’ the document if required by clicking on these icons and entering the information. 
11	Add any comments, forward to another user, then click ‘OK and Close’ (or ‘OK and Next’ if you have multiple documents to review.
12	To review this in the patient’s notes once signed, open the document in the patient record. At the bottom of this document will be an ‘Action Pane’. You may have to slide up the window divider to see it. This will show you the actions taken and any comments.