

Finalising Unsigned Notes

Any saved or unsigned documentation remains in the user's *Message Centre* until it is signed. This occurs as a reminder that there is outstanding documentation that requires signing. Saved, unsigned documents are marked as a *Preliminary Report*. Once signed, a document is marked as a *Final Report*.



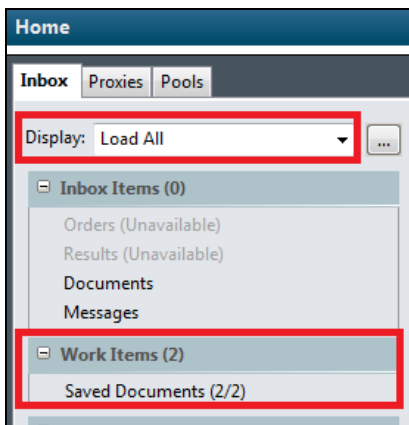
A *Preliminary Report* can be edited and signed by any clinician.

Retrieving Saved Documentation

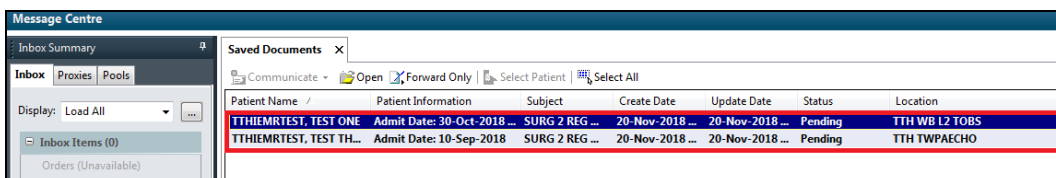
1. Open *Message Centre*



2. Select *Saved Documents* and change *Display* from *Last 30 days* to *Load All*.

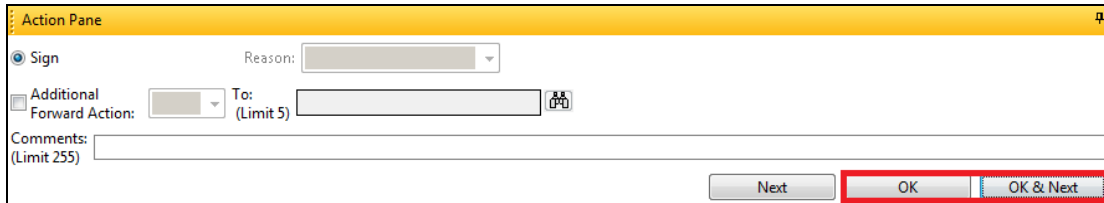


3. Select document from the list of saved documents and double click to open

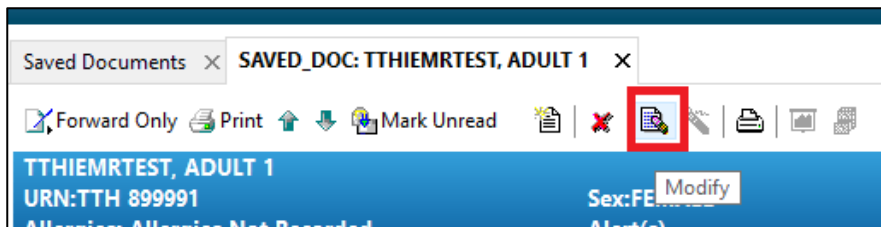


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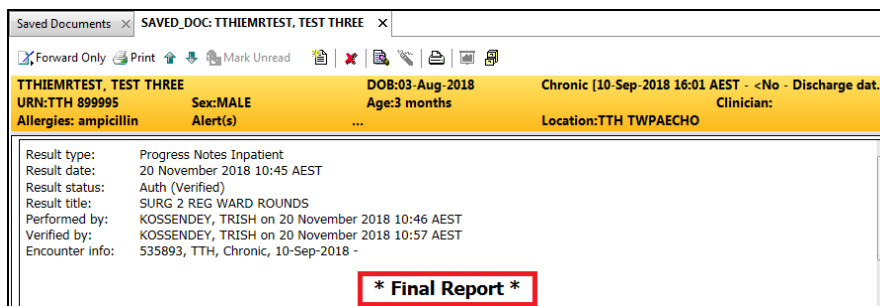
- Review document and select OK or OK & Next to sign the document



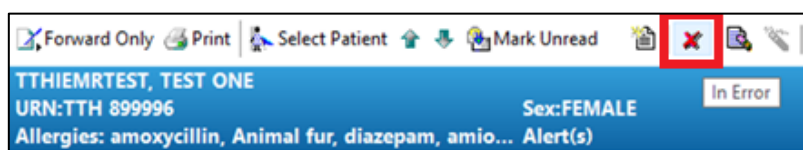
- To modify the document prior to signing click on the modify icon, complete documentation and sign and submit.



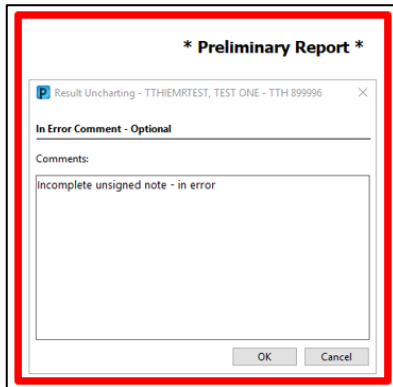
- The document has now been finalised and will appear in the patient's Medical Record as a Final Report.



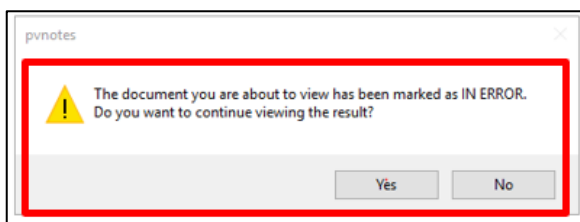
- Where documentation was incomplete (i.e. an incomplete note) and/or 'in error', click on the 'in error' icon.



8. Complete the 'in error comment' and press okay.



9. Select yes to complete the 'in error' documentation



10. The documentation will now reflect documentation as an 'In Error Report'



Unsigned or Preliminary Progress Notes – Completed as a Student

In the event where documentation was completed in a student role but now appearing in Message Centre as a qualified credential user, a comment such as below should be inserted.



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The screenshot shows the 'Action Pane' in the ieMR system. The 'Sign' option is selected. Below it, there is a 'Reasons' dropdown menu. Further down, there is an 'Additional Forward Action' dropdown menu, a 'To: (Limit 5)' field, and a 'Comments: (Limit 155)' text area containing the text 'Documentation initially completed as Nursing Student - signed today as current RN and in retrospect.'

Each clinician is responsible for finalising their own progress notes.

All documentation shall be signed as soon as practical, and before the end of each shift.



Please contact 4433 1363 if you require any further assistance.