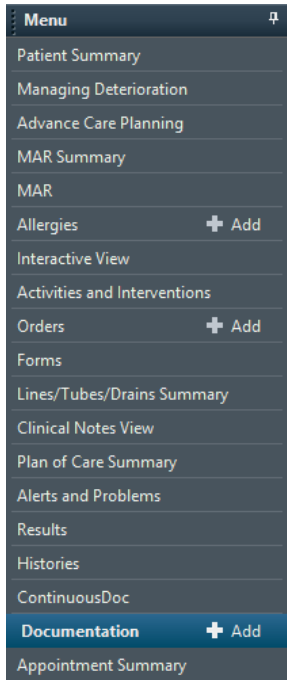




# Forwarding Documents or Results

## Forwarding Documentation for Signing or Review

1. Select *Documentation* from the patient menu.



2. Select the document to be forwarded by single clicking on it in the *List* in the *Documentation* screen.

Add
 Sign
 Forward
 Provider Letter
 Modify
 In Error
 Preview

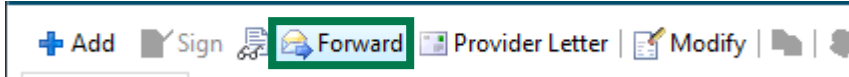
**List**

Display: All

Service Date/Time	Subject	Type
15-Jan-2021 09:00 AEST	Acute Resuscitation Plan - SAMPLE	Alerts and Adverse Reactions
15-Jan-2021 09:00 AEST	Enduring Power of Attorney - SAMPLE	Legal
15-Jan-2021 09:00 AEST	Referral In - SAMPLE	Corro and Referrals Inward-Internal
15-Jan-2021 08:10 AEST	Pharmacist Admission History	Progress Notes Inpatient
15-Jan-2021 08:00 AEST	Pharmacy Clinical Interventions	Clinical Interventions and Workload - Te
15-Jan-2021 08:00 AEST	Consent - Sample	Consents Procedural
15-Jan-2021 07:00 AEST	MED SPEC – Ward Round @ 0700	Progress Notes Inpatient
15-Jan-2021 04:00 AEST	WARD – RN – Night Shift @ 0400	Progress Notes Inpatient
28-Nov-2019 07:00 AE...	Admission Note	Admission Note
16-Oct-2019 15:32 AEST	AU ED Triage	AU ED Triage-Text

# Forwarding Documents or Results

3. Click *Forward*.



4. The *Forward Only* window will open. Select *Sign* or *Review* from the drop-down menu beside *Additional Forward Action*.

Forward Only: Documents: TTHNURSEAD01, WILLIAM

Additional Forward Action: Sign To: (Limit 5)

Comments: (Limit 255) Review

5. Enter the receiving clinician's name directly into the *To:* box or click the binoculars icon to open a search window.



When searching for clinicians use the format Surname, First name for best results.

6. Select the required clinician from the *Address Book* and click *Add* to move the name to the *Send To* box.

Address Book

Internal

Type a name or select from list:

Personnel  Pool  Distribution List

Right click to add/remove a name in the personal address book

Name	Position
NURSE, NATHAN RN	R4 Registered Nurse

Show names from: Global Address Book

Send to:



# Forwarding Documents or Results

7. Click **OK**.



Up to 5 Clinicians can be added as recipients.

8. Enter any additional comments in the **Comments** field.

Forward Only: Documents: TTHNURSEAD01, WILLIAM

Additional Forward Action: Review To: (Limit 5) NURSE, NATHAN RN x

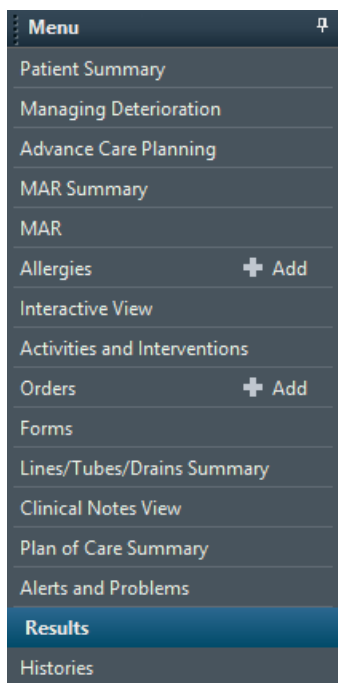
Comments: (Limit 255)

Cancel OK

9. Click **OK**. The forwarded document will appear in the receiving clinician's **Message Centre** for them to review or sign.

## Forwarding Results for Signing or Review

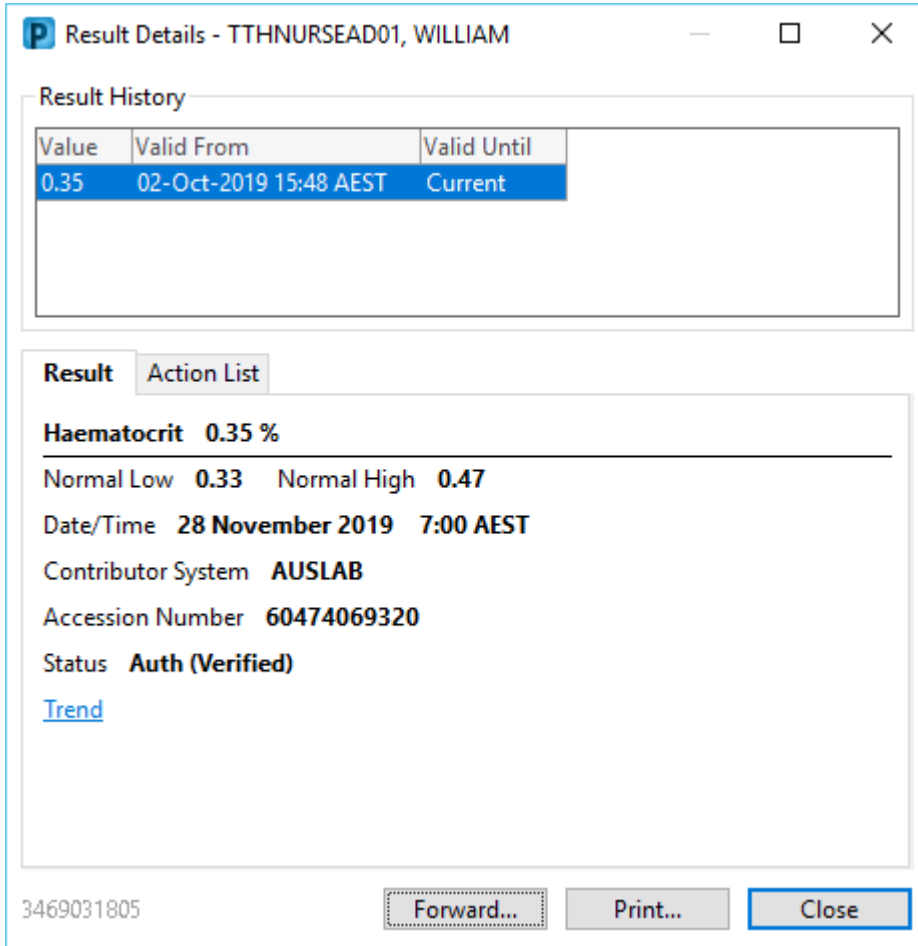
1. Select **Results** from the patient menu.



This same workflow can also be used from **Interactive View**.

# Forwarding Documents or Results

- Double click on the *Result* you want to *Forward* to view the details.



Value	Valid From	Valid Until
0.35	02-Oct-2019 15:48 AEST	Current

**Result**    Action List

**Haematocrit 0.35 %**

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Normal Low 0.33    Normal High 0.47

Date/Time 28 November 2019 7:00 AEST

Contributor System AUSLAB

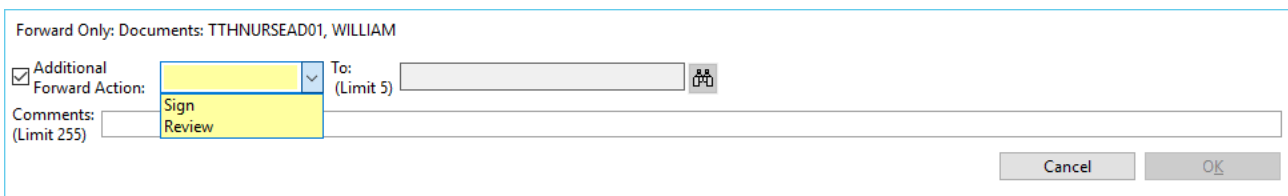
Accession Number 60474069320

Status Auth (Verified)


[Trend](#)

3469031805    Forward...    Print...    Close

- Click *Forward* at the bottom of the *Result Details* window.
- The *Forward Only* window will open. Select *Sign* or *Review* from the drop-down menu beside *Additional Forward Action*.



Forward Only: Documents: TTHNURSEAD01, WILLIAM

Additional Forward Action: Sign To: (Limit 5) 

Comments: (Limit 255) Review

Cancel    OK

- Enter the receiving clinician's name directly into the *To:* box or click the binoculars icon to open a search window.



When searching for clinicians use the format Surname, First name for best results.



# Forwarding Documents or Results

6. Select the required clinician from the *Address Book* and click *Add* to move the name to the *Send To* box.

Address Book

Internal

Type a name or select from list:

nurse, nathan

Show names from: Global Address Book

Personnel  Pool  Distribution List

Right click to add/remove a name in the personal address book

Name	Position
NURSE, NATHAN RN	R4 Registered Nurse

Add

Remove

Send to

Name

More

OK Cancel

7. Click *OK*.



Up to 5 Clinicians can be added as recipients.

8. Enter any additional comments in the *Comments* field.

Forward Only: Documents: TTHNURSEAD01, WILLIAM

Additional Forward Action: Review To: (Limit 5) NURSE, NATHAN RN

Comments: (Limit 255)

Cancel OK

9. Click *OK*. The forwarded document will appear in the receiving clinician's *Message Centre* for them to review or sign.