



Medical Transcription Validation for Medical Officers

Medical Officers who dictate correspondence will need to review and validate the transcribed documentation sent to them via ieMR.

Reviewing and Signing Medical Typing

1. Log into *PowerChart*.
2. Navigate to *Message Centre*.
3. Locate *Forwarded Documents*, select the relevant document and double-click to open your selection. The selected document will open in a new tab.

The screenshot displays the 'Message Centre' interface. On the left is an 'Inbox Summary' sidebar with categories like 'Inbox Items (2)', 'Orders (2/2)', 'Documents (0/1)', and 'Forwarded Documents (0/1)'. The main area shows a document titled 'FORWARDED SIGN DOC: TTHNURSEAD21, JODIE'. Patient details include 'TTHNURSEAD21, JODIE', 'URN:TTH 4069400', 'DOB:23-Nov-1963', 'F; 57 years; Wt: 70 kg 0...', 'Allergies: Egg', 'Outpatient [08-Feb-2021 05:00 AEST - <No - Disch...', and 'Location:TTH RESPOPD'. The document content is a 'Preliminary Report' from 'Dr J Smith, Family Medical Centre, 123 Health Street, Townsville QLD 4810'. The 'Action Pane' at the bottom has 'Sign' selected, with 'Refuse' and 'Additional Forward Action' options also visible.

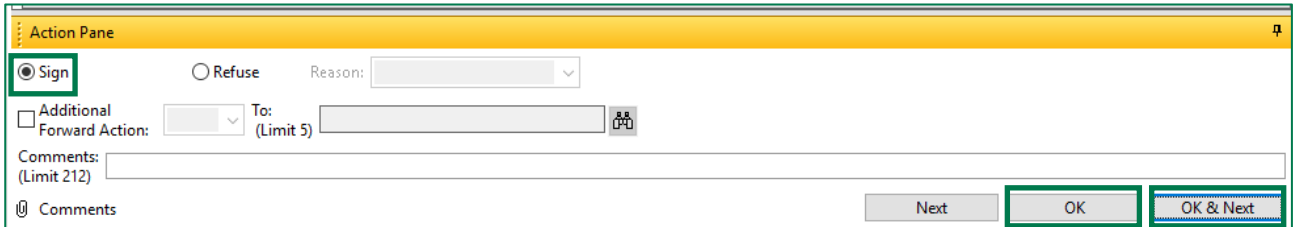
4. If changes are required, select *Modify*. Review document and makes changes.

This close-up shows the 'Action Pane' with the 'Sign' radio button selected. Other options include 'Refuse' and 'Additional Forward Action'. The 'OK & Next' button is highlighted with a green box.

5. If no additional changes or content required ensure that *Sign* is selected in the Action Pane and click *OK* (or *OK & Next* if multiple documents to review and approve)



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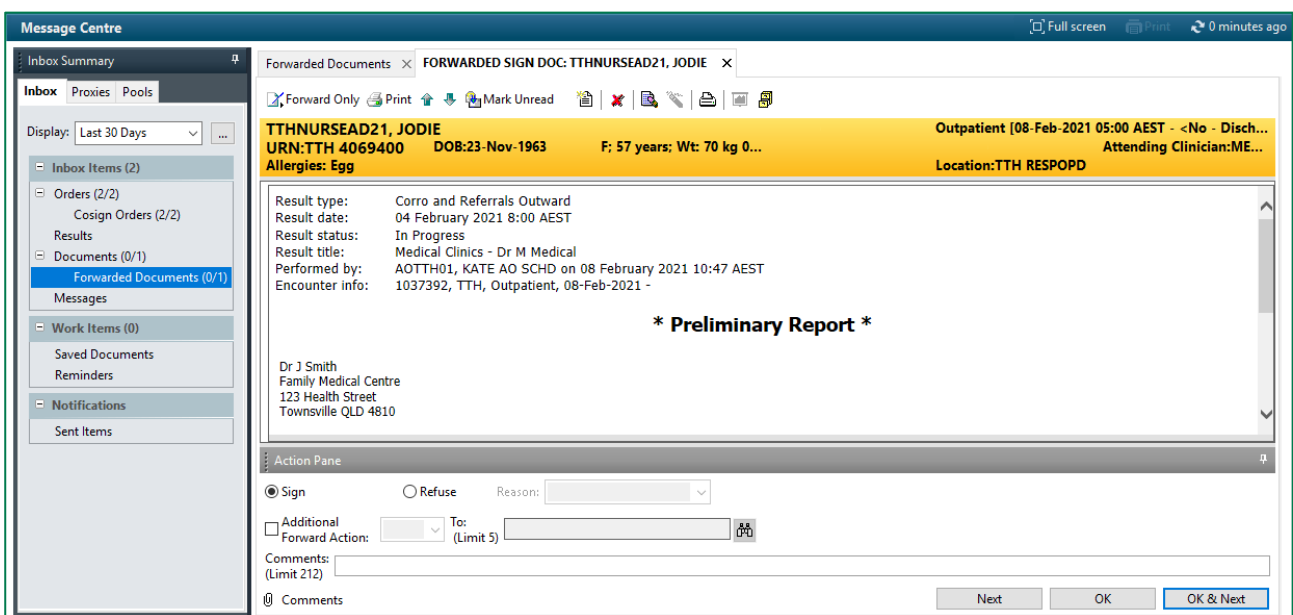


Once a note is signed, it cannot be modified. Only addenda can be added to the finalised document.

Forwarding Medical Typing

Where appropriate, it may be relevant for a junior Medical Officer to forward their typed dictation to the Consultant / Senior Medical Officer for review and validation.

1. Log into *PowerChart*.
2. Navigate to *Message Centre*.
3. Locate *Forwarded Documents*, select the relevant document and double-click to open your selection. The selected document will open in a new tab.



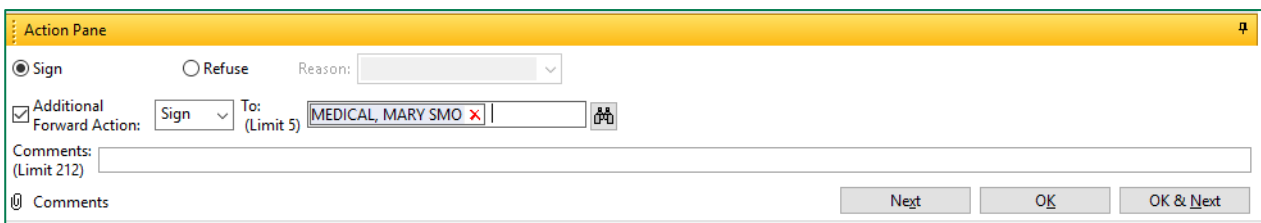
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4. If no additional changes or content required:

a. Select *Forward Only*

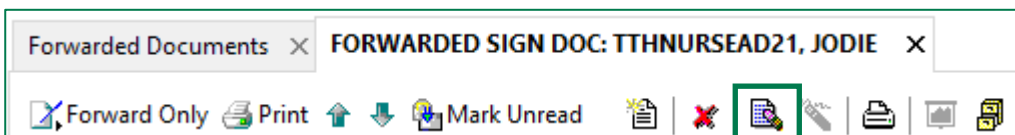


b. Select *Sign* from the *Additional Forward Action* dropdown, enter the name of the Consultant and then click *OK* to forward for signing.



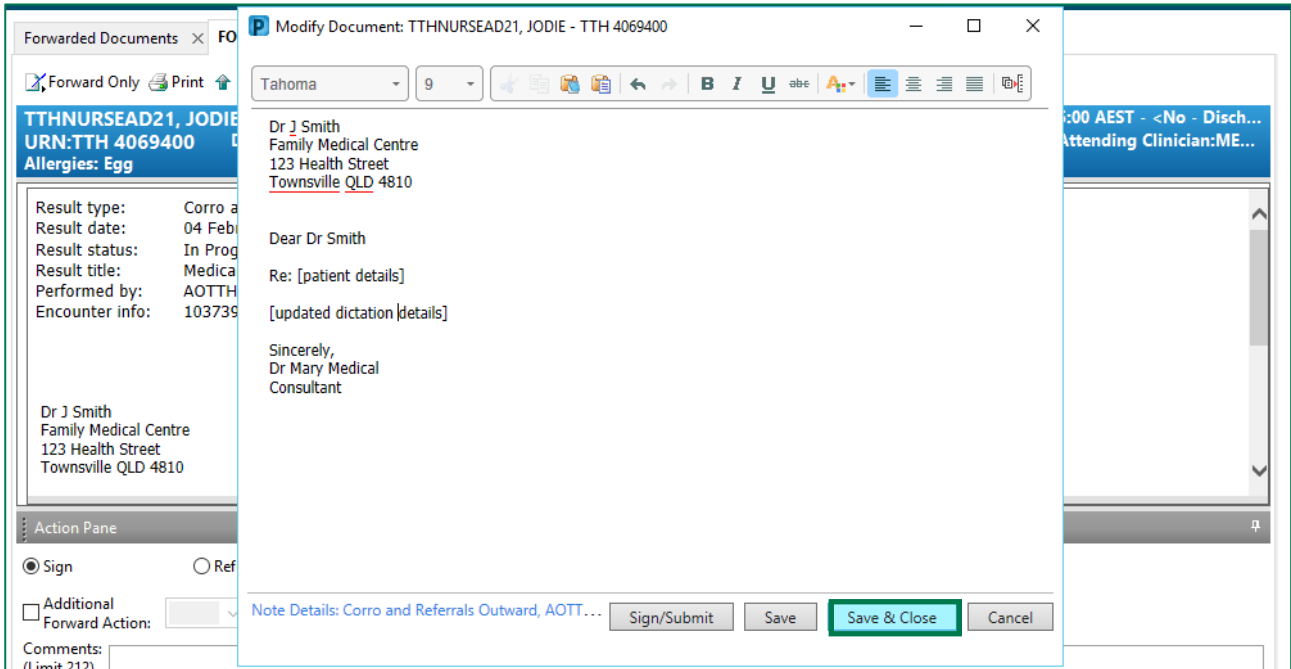
5. If additional changes are required before forwarding to Consultant for signing:

a. If changes are required, select *Modify*. Review document and makes changes.



b. Select *Save & Close*.

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a. Select *Forward Only*



b. Select *Sign* from the *Additional Forward Action* dropdown, enter the name of the Consultant and then click *OK* to forward for signing.

