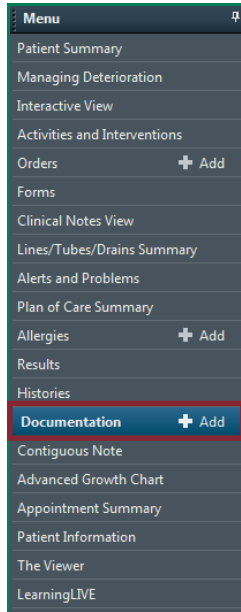
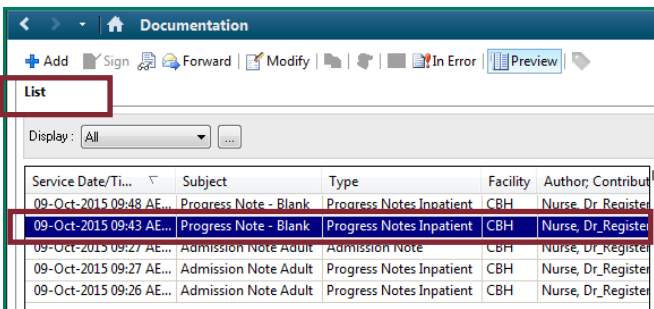


Forwarding and Signing/Co-signing Documents or Results

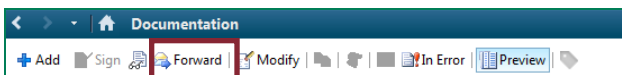
1. Select **Documentation** from the Patient Menu to open the Documentation screen.



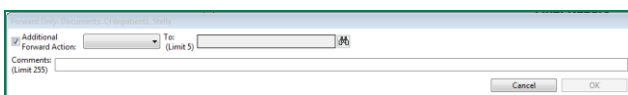
2. Select the document to be forwarded for signing from the **List** in the Documentation screen.



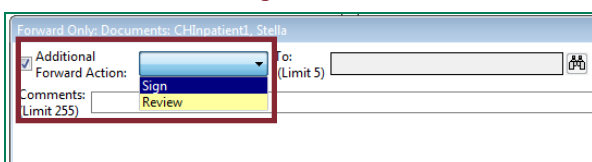
3. Click **Forward**.



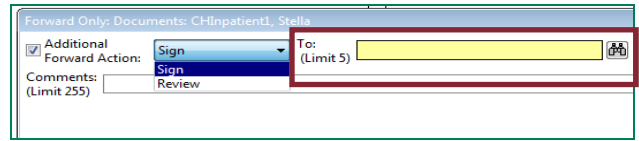
4. The **Forward Only: Documents** box will open.



5. Click on the down arrow next to **Additional Forward Action** and select **Sign**.



6. Click the **Binoculars** icon next to the **To:** box to search for the clinician required to sign the selected document.
Enter the clinician's name in the **yellow** search field.

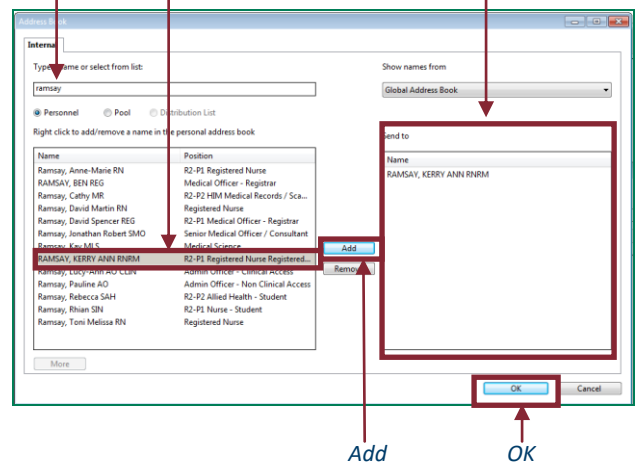


When searching for clinicians, for best results use the format: Surname, First name

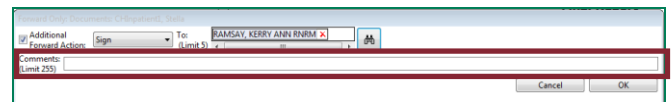
7. Select the required clinician from the **Address Book** and click **Add** to move the name to the **Send to** box on the right side
8. Click **OK**

Search for & select clinician

Send to



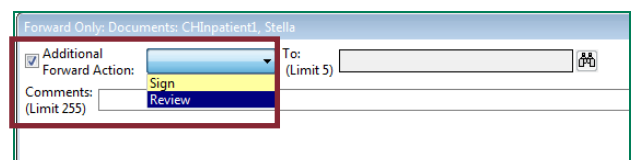
9. Enter any additional comments in the **Comments** field
10. Click **OK**




The forwarded document will appear in the selected clinician's **Message Centre**. The clinician can access the document and sign it from their **Message Centre**.

Forwarding a Document for Review

1. To forward a document for review by another clinician follow steps 4 to 8 but choose **Review** at step 5 instead

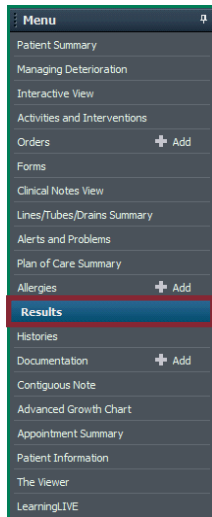


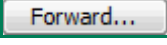
You can also *Forward* Forms and Documents from the following locations in the *Patient Menu*:

- *Clinical Notes View*, double click the *Note* or *Document* and click the *Forward* icon , follow steps 4 to 8

Forwarding Results for Signing or Review

- Enter the Patient's medical record
- Click on *Results* in the *Patient Menu*

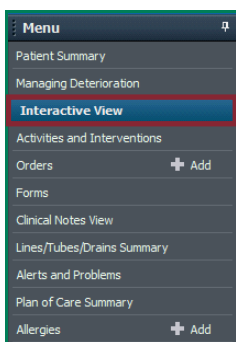


- Double-click on a result you want to *Forward*
- Click *Forward*  at the bottom of the window that appears
- Follow steps 4 to 8 from *Forwarding and Signing/Co-signing Documents or Results*

The forwarded document will appear in the selected clinician's *Message Centre*. The clinician can access the document and sign it from their *Message Centre*.

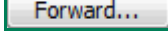
Forwarding Results in Interactive View

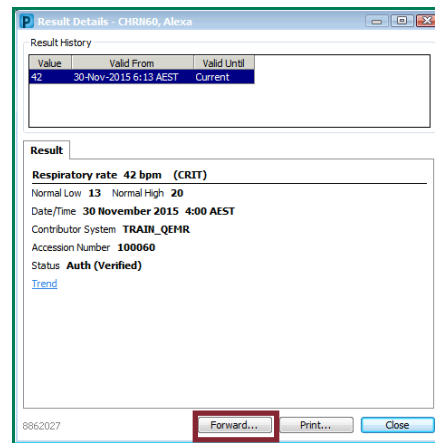
- Enter the Patient's medical record
- Click on *Interactive View* in the *Patient Menu*



- Double click on the *cell* containing the result you'd like to *Forward*

	01-Dec-2015 9:04 AEST	6:00 AEST	30-Nov-2015 4:00 AEST
Vital Signs			
Temperature oral deg C		37.1	38.1 ↑
Temperature tympanic deg C			
Peripheral pulse rate bpm			
Heart rate monitored bpm		68	104 ↑
Respiratory rate brpm		20 bpm	42 bpm ! ↓
Respiratory distress			
SBP/DBP Cuff mmHg		95/60	76/50 ↓

- Click *Forward*  at the bottom of the window that appears



- Follow steps 4 to 8 above

The forwarded document will appear in the selected clinician's *Message Centre*. The clinician can access the document and sign it from their *Message Centre*.