

Message Centre – Reviewing and Signing Documentation

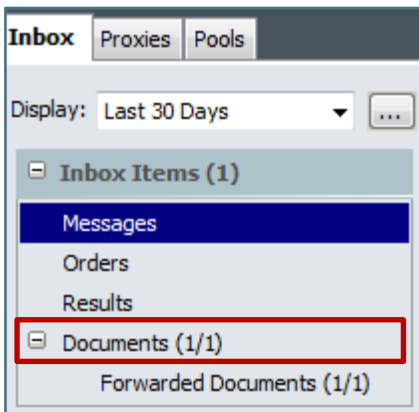
The *Message Centre* enables users to electronically sign and co-sign orders, results and electronic documentation. All messages and notifications that require action are routed to the *Message Centre* inbox and are organised in folders. Results, orders and documentation can be reviewed, signed or forwarded to other clinical staff to action using *Message Centre*.

Signing and Modifying Documentation

Some individuals will require documentation to be signed by a suitably qualified clinician. Documents are sent to a clinician for signing and placement on the patient medical record.

To sign a document:

1. Select *Documents* from the *Inbox* tab
2. Double click the document that is to be signed



3. Review the documentation
4. To modify the document and add an addendum click *Modify* on the toolbar



5. Enter comments into the **Insert Addendum Here* section
6. Click *Sign* when complete



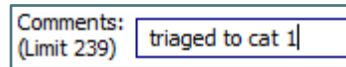
7. You can also forward the message
8. In the *Action Pane* click the drop down box next to *Additional Forward Action* and select *Review* or *Sign*



9. Search for the appropriate clinician to forward to by clicking the binoculars



10. Enter a *Comment*



11. Click *OK & Next*
12. The document will now appear in the selected clinician's Message Centre inbox
13. The modification history can be viewed in *Clinical Notes View*