

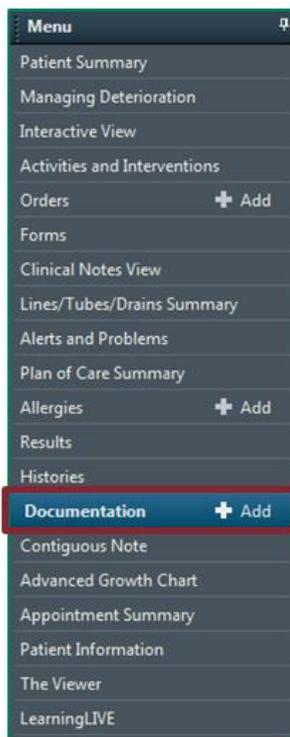
## Forwarding documents or results for signing/co-signing or review

### PowerChart

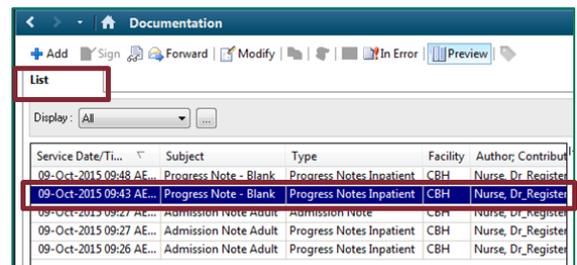
#### Quick reference guide

### 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.



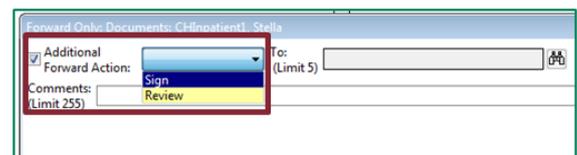
3. Click .



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

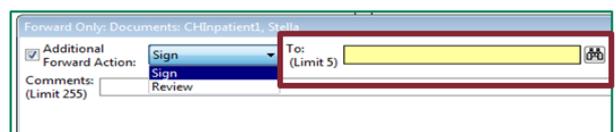


5. Click on the down arrow next to **Additional Forward Action** and select **Sign**.



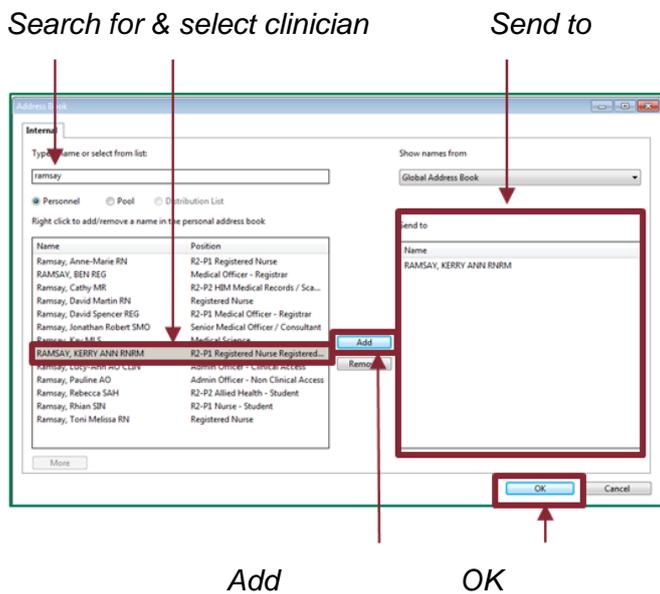
6. Click the  icon next to the **To:** box to search for the clinician required to sign the selected document.

Enter the clinician's name in the yellow search field.



**Note:** 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**.



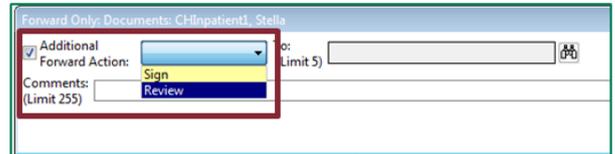
9. Enter any additional comments in the **Comments** field.
10. Click **OK**.



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.

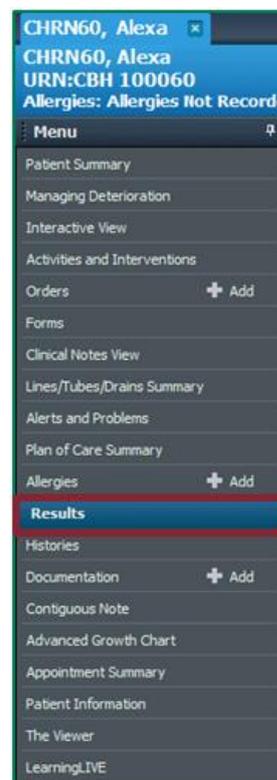


You can also **Forward** Forms and Documents from the following locations in the **Patient Menu**:

- **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

1. Enter the Patient's medical record.
2. Click on **Results** in the **Patient Menu**.

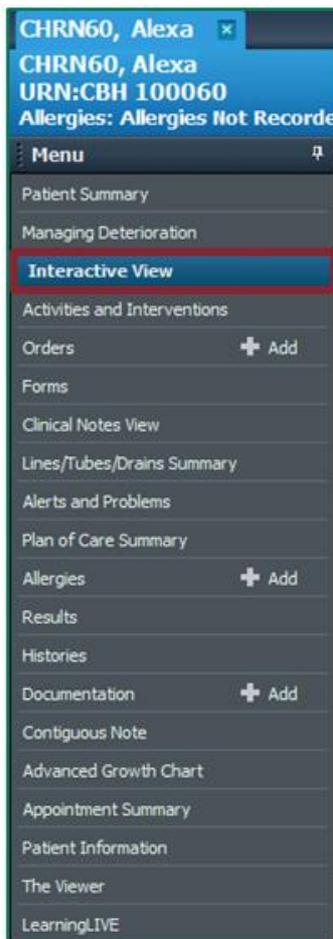


3. Double-click on a result you want to Forward.
4. Click Forward  at the bottom of the window that appears.
5. Follow steps 4 to 8 from Forwarding and Signing/Co-signing Documents or Results.

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.

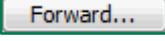
### Forwarding Results in Interactive View

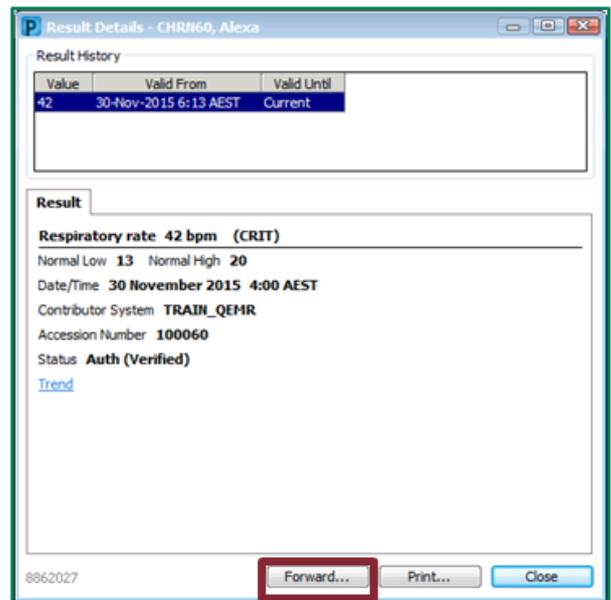
1. Enter the Patient's medical record.
2. Click on Interactive View in the Patient Menu.



3. 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
<b>Vital Signs</b>			
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 ↓

4. Click Forward  at the bottom of the window that appears.



5. 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.

