

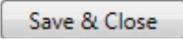
Physiotherapy Student Sign Off

Quick reference guide


Summary of student ieMR access:

- Students are able to access all information but must work within their scope of practice and policy.
- All users activities within the ieMR are traceable/auditable.
- Students must Save (not Sign Submit) Documentation and forward to their supervisor for co-signing.
- It is the responsibility of the supervising clinician to review and sign the documentation on the same shift.
- Students do not place orders.

Forwarding Progress Notes

1. Student is to complete the patient's Progress Note and select 
2. Click **OK**
3. Select the note that is to be forwarded for co-sign.


Progress Notes Inpatient 17-Apr-2018 12:05 AEST
Consult Note DACOMB, PATRICIA SIN; Pending Refresh

4. Click  **Forward** from the toolbar
5. The **Forward Only: Documents** screen will appear.
6. Select **Sign** from the first dropdown window.

Forward Only: Documents: CHQTEST, LCCHM

Additional Forward Action: **Sign** To: (Limit 5)

Comments: (Limit 255)

7. Select the  icon.

8. The **Address Book** screen will appear.
9. **Search** for the supervising Physiotherapist.
10. **Highlight** the physiotherapist's name on the left side of the window then click **Add**.

Address Book

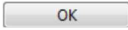
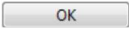
Internal

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
PERKINS,	R4 Registered Nurse - Emergency
PERKINS,	R4 Occupational Therapist
PERKINS, CAITLIN JANE PHYSIO	R4 Physiotherapist
PERKINS,	R3 Doctor - Hospitalist
PERKINS,	R4 Doctor - Emergency
PERKINS,	R4 Registered Nurse - Community Health
PERKINS,	R4 Registered Nurse
PERKINS,	R4 RadNet Radiographer
PERKINS,	Registered Nurse
PERKINS,	R4 Registered Nurse - Community Health
PERKINS,	R4 Registered Nurse

11. Click  and  again.
12. The documentation will now be sent to the supervising Physiotherapist's **Message Centre** for cosigning.


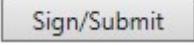
Accessing Forwarded Progress Notes

1. Select  **Message Centre** from the tool bar.
2. **Double click** on the item for cosign.

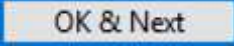
Documents x

Communicate v Open Forward Only Select Patient Select All

Patient N...	From	Notification C...	Subject	Author	Description	Create Date
CHQTEST, LC...	WATT, MEGAN...		Progress Note -...	WATT, MEGAN...	In Progress	18-Apr-2018 07...

3. You can edit the document by clicking the **Modify**  icon and then selecting  once complete.

OR

4. Select  to Sign the progress note without editing.

