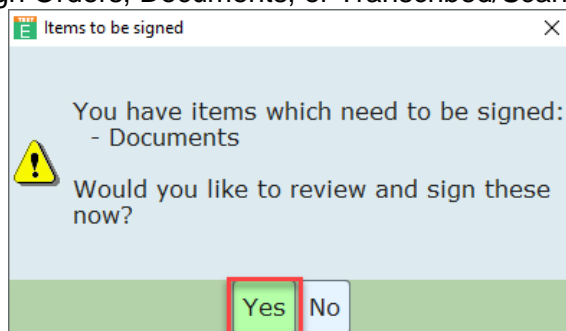


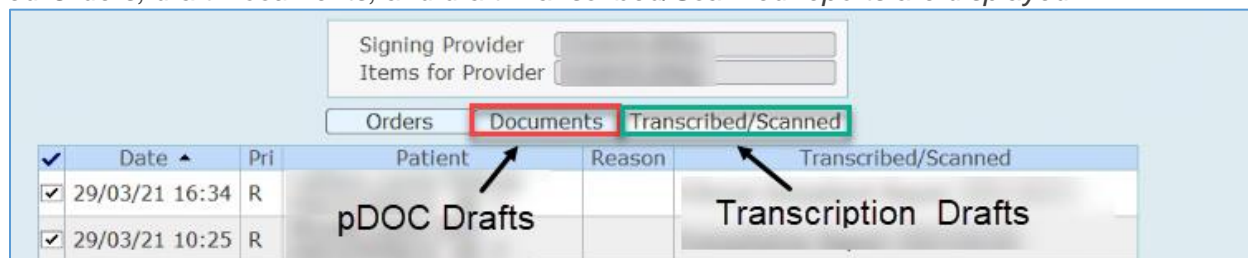
## How to sign Draft pDOC or Transcription Reports

Log into MEDITECH using the appropriate role to enable Documentation.

When prompted to review and sign Orders, Documents, or Transcribed/Scanned reports, click **YES**.



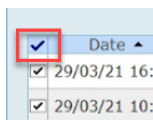
Unsigned Orders, draft Documents, and draft Transcribed/Scanned reports are displayed.



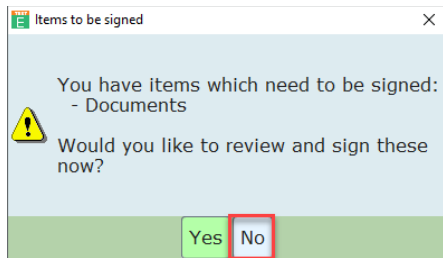
---

### Signing Draft pDOC reports:

1. Click **Documents**
2. Uncheck the Select All arrow to individually select reports to preview.



3. If a report was saved in Draft status and is now ready to SIGN:
  - Choose report from list
  - Complete edits and finalize report
  - Insert the following statement at the top:
    - **“This is a LATE SIGN-OFF of a draft document. Please note original registration date/date of visit in report header.”**
  - Click **SIGN**
  - Enter **PIN** and click **OK**
4. If document is blank/cut off and needs to be cancelled:
  - Note specific account number
  - Launch a second MEDITECH session, choose Documentation role
  - Click **No** on prompt



- Click **Find Patient**
- Enter specific account number
- Open patient's chart
- Choose appropriate account from listed visits
- Click **Document**
- Find Draft document in Document list
- Click on the document to open
- Click **Delete/Cancel Document**. This document is now removed from list of documents to sign.

5. If a document is in this list for the Reason "Co-sign":

- Providers may have been inadvertently named as a Co-Signer by being added in the "Assign Providers" field instead of the "Additional CCs" field

		Signing Provider		
		Items for Provider		
		Orders	Documents	Transcribed/Scanned
✓	Date ▲	Patient	Reason	Documents
✓	14/04/21 10:29		Cosign	History & Physical 25/02/20 13:23 PST

- Choose report from list
- Click **View & Sign**
- Click **Edit Signers/CCs**
- Select your name from the Assign Providers List
- Click **X**
- Click **Save**

Assign Providers

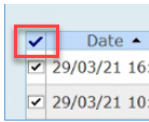
+
X

Additional CC's

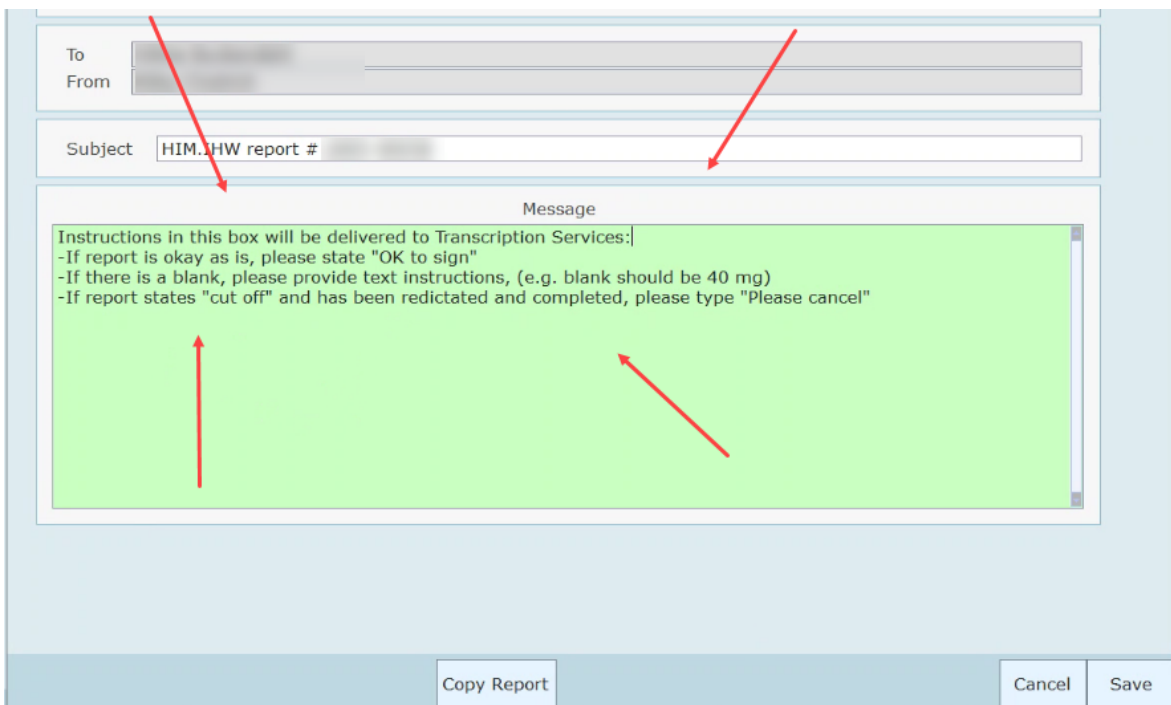
Provider
  Outside Location
  Insurance


## Signing Draft Transcription reports:

1. Click **Transcribed/Scanned**
2. Uncheck the Select All arrow and individually select report to preview.



3. Select a document
4. Click **View/Sign**
5. Click **Edit Document**
  - o If the Draft document is available to edit
    - Remove draft statement at top of report “REPORT OUT FOR REVIEW....”
    - Make edits as appropriate, fill in blanks
    - Insert the following statement at the top:
      - “**This is a LATE SIGN-OFF of a draft document. Please note original registration date/date of visit in report header.**”
    - Click **OK**
  - o If the screen is blank and the document is NOT available to edit, the account is “expired” (older than April 2020)
    - Click **Cancel**
    - Review document, note any changes/blanks
    - Click **Send Message** (this delivers a message to Transcription Services who will update and Proxy sign the document)
    - Leave instructions for completion in the Message box (screenshot below)
    - Click **Save**

A screenshot of a message box interface. At the top, there are 'To' and 'From' fields. Below that is a 'Subject' field containing 'HIM..JHW report #'. The main area is a large text box with a light green background, titled 'Message'. It contains the following text: 'Instructions in this box will be delivered to Transcription Services:|-If report is okay as is, please state "OK to sign"|-If there is a blank, please provide text instructions, (e.g. blank should be 40 mg)|-If report states "cut off" and has been redictated and completed, please type "Please cancel"|'. At the bottom of the interface, there are three buttons: 'Copy Report', 'Cancel', and 'Save'. Red arrows point from the 'To' and 'From' fields to the 'Subject' field, and from the 'Subject' field to the 'Message' text box.