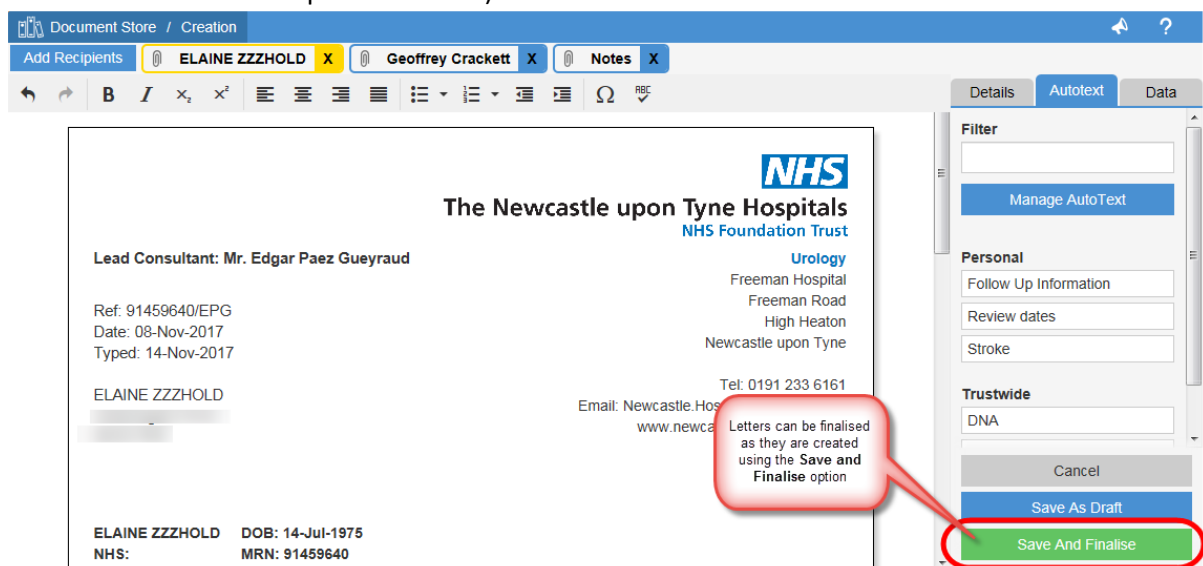


How to Finalise Documents

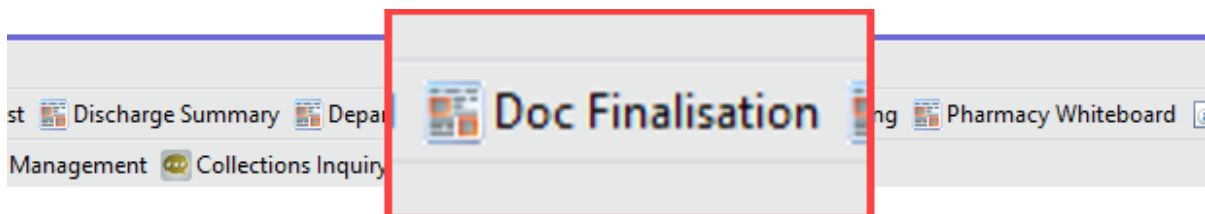
Finalising a Document

There are 2 different ways to finalise your document:

- Completing and finalising your document **without saving as a draft** at the time you originally create or
 - Finalising your document after it has been saved as a draft.
- a. After you have completed your letter, it can be finalised immediately using **Save and Finalise**. This letter will go to the Document Signing screen for the clinician to sign (in the View drop-down menu at the top of the screen)



- b. If documents have been **Saved as Draft** they need to be retrieved from Doc Finalisation



Document Finalisation

All documents in **Your** Document Finalisation are displayed. These are documents that **have not been signed/sent**

1. Check the Finalised Column for the Finalisation status:
 - a. If a document **has not been finalised** it will display with a **x**
 - b. If a document **has been finalised but not signed by clinician** it will display **✓**

The screenshots show the 'Doc Finalisation' interface with a table of documents. The 'Finalised' column contains 'Yes' or 'No' with corresponding icons. A red callout indicates that documents with 'No' are not finalised. A green callout indicates that documents with 'Yes' have been finalised but not signed by the clinician.

2. Select the document to be edited/finalised
 - a. the document can be Reassigned, Finalised or Rejected. To finalise the document, select **Finalise**

The screenshot shows the 'View Document' interface. The main content area displays patient details for Elaine ZZZHOLD. The right sidebar contains document details and a list of actions: Edit, Reassign, Finalise, and Reject. A red callout points to the 'Finalise' button, stating 'Once letters have been saved as a draft, it can be Finalised'.



Documents that have been finalised HAVE NOT BEEN SIGNED AND WILL DISPLAY IN THE CLINICIAN DOC SIGNING TAB