

# Document Signing

## Information

Once a letter has been finalised it will appear in your list of documents to be signed.

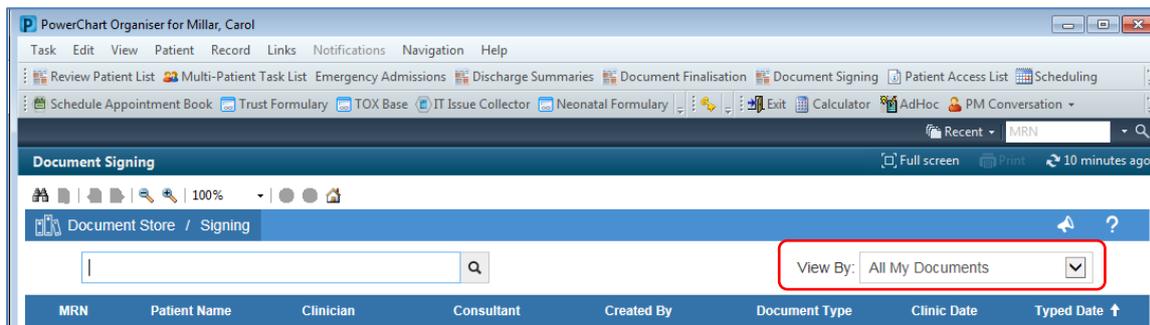
1. Click **Document Signing** from the toolbar. **Note** you can locate this from **View** menu.



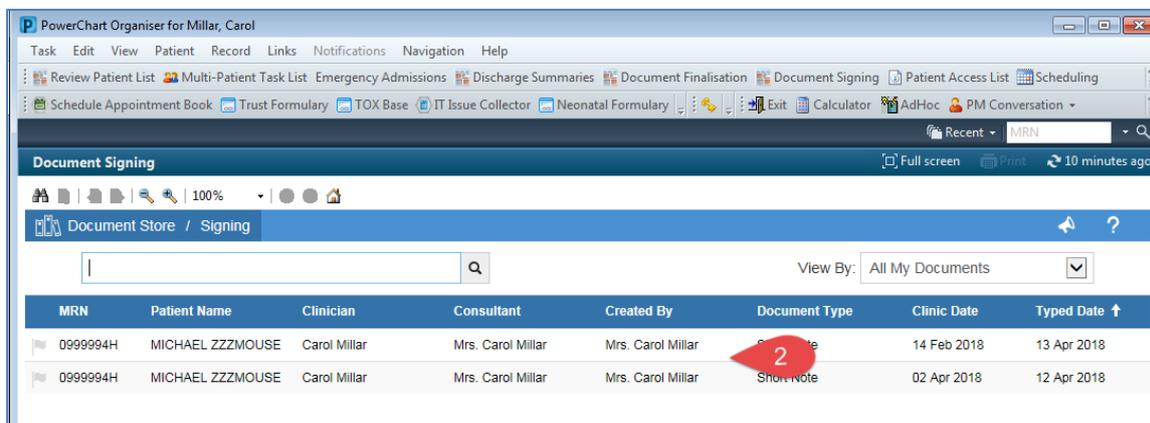
A list of documents waiting for you to sign will be displayed: Note you can click on **View** and select Discharge Signing

Check the **View By** drop down list to ensure you can see the correct list of documents, i.e.

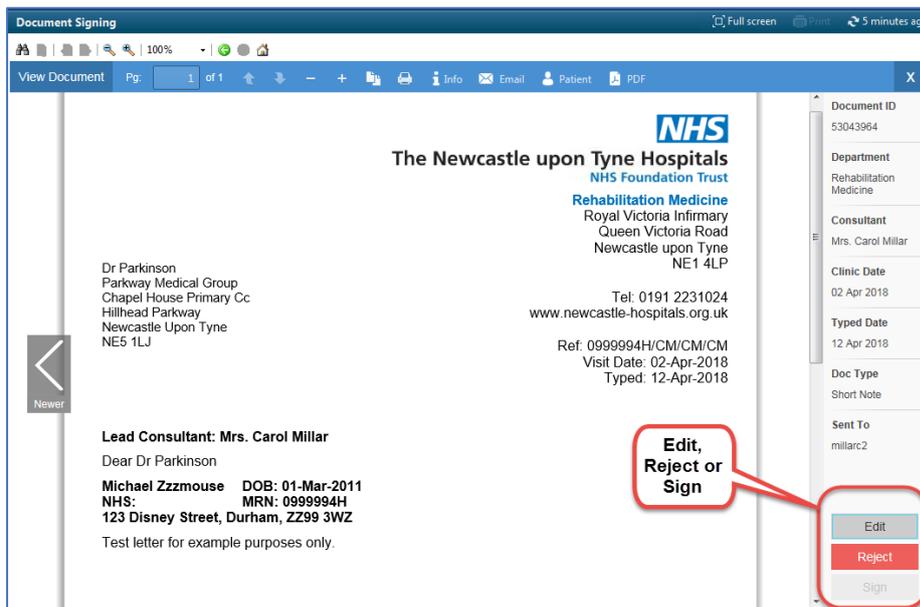
- **All my documents** - where you are the lead consultant
- **My Clinician Documents** – for documents written by your clinician that you are checking or signing



2. Click anywhere on the row of the document you want to view



- The document is displayed ready to review. You then have 3 options, edit, reject or sign



- Edit** - the document will open for you to make any amendments. It will then give you the option to Sign and Send the amended version
- Reject** - if you no longer need the document or it requires amendments. This will drop back in to the Document Finalisation list but remember to let the secretary know as well.



### NOTE – DISCHARGE SUMMARIES

If the Discharge Summary should be signed by another Dr and it appears in your Signing list it may be that they have not included their name as the Signing Clinician or they have Saved the document rather than signing the document.

You can REJECT the Discharge Summary and it will drop back into the list for that Ward, appearing as Draft ready to be amended.

- Sign - when you are ready to sign you must scroll down to the very bottom of the letter to activate the SIGN button
- When the button is Green you can then Sign the document
- The document will disappear from your signing list and will be available for your secretary to Send. If you have written the letter yourself you will need to let the secretary know that it is ready to send.

