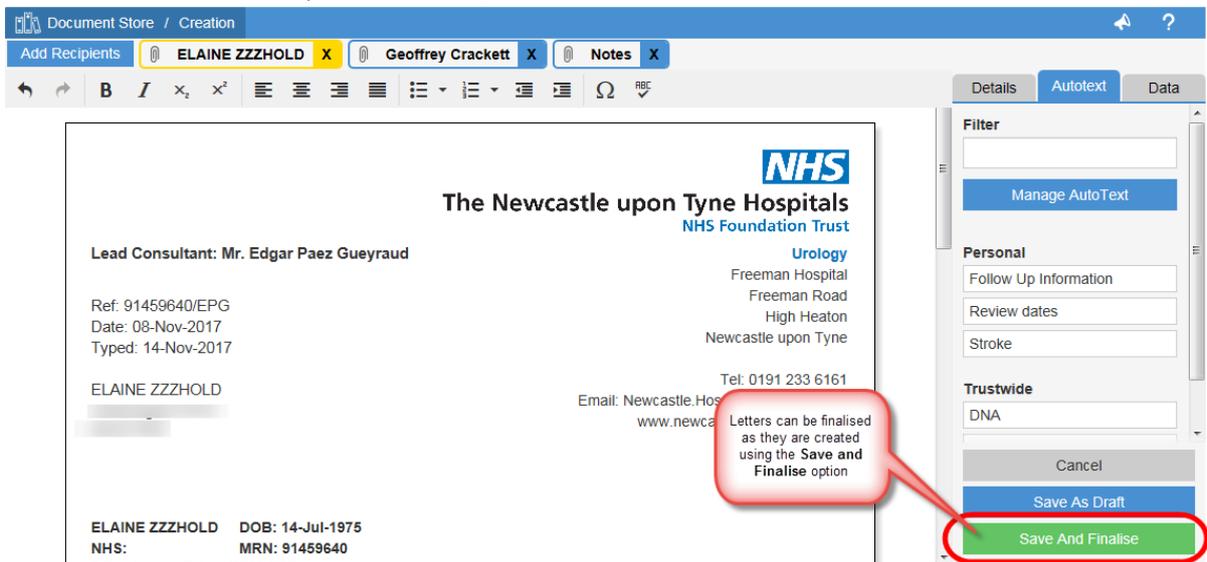


How to save & finalise Draft Documents

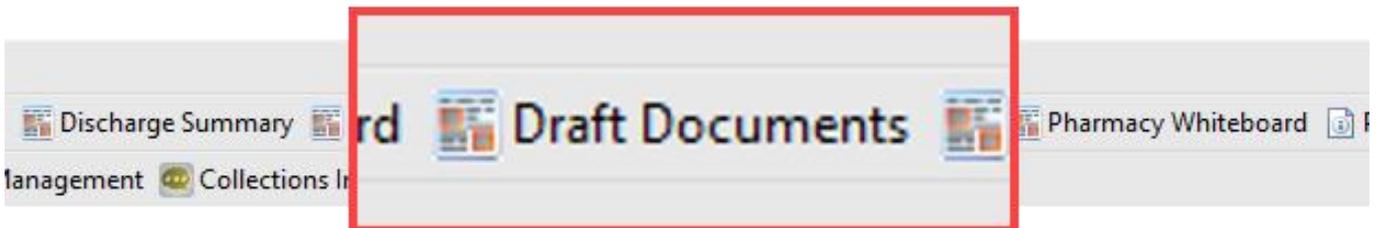
Finalising a Document

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 Draft Documents



Draft Documents

All documents in **Your Draft Documents** 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 **✓**

Check Finalised column
No - Documents have not been finalised and still in draft format

MRN	Patient Name	Clinician	Consultant	Created By	Document Type	Clinic Date	Typed Date	Finalised
91459799		Elaine Hold	Mrs. Elaine Hold	Mrs. Elaine Hold	Short Clinic Letter			No
91459962		Elaine Hold	Mrs. Elaine Hold	Mrs. Elaine Hold	Discharge Summary			No
91459702				Mrs. Elaine Hold				Yes
91459634				Mrs. Elaine Hold				No
91459634				Mrs. Elaine Hold				Yes
91459628				Mrs. Elaine Hold				No

Check Finalised column
Yes - Documents have been finalised BUT NOT SIGNED BY CLINICIAN

MRN	Patient Name	Clinician	Consultant	Created By	Document Type	Clinic Date	Typed Date	Finalised
91459799		Elaine Hold	Mrs. Elaine Hold	Mrs. Elaine Hold	Short Clinic Letter			Yes
91459962		Elaine Hold	Mrs. Elaine Hold	Mrs. Elaine Hold	Discharge Summary			No
91459702				Mrs. Elaine Hold				Yes
91459634				Mrs. Elaine Hold				No
91459634				Mrs. Elaine Hold				Yes
91459628				Mrs. Elaine Hold				No

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

View Document Page: 1 of 2 Zoom: - + View Patient

NHS
The Newcastle upon Tyne Hospitals
NHS Foundation Trust

Urology
Freeman Hospital
Freeman Road
High Heaton
Newcastle upon Tyne
NE7 7DN

Tel: 0191 233 6161
Email: newcastle.hospitals@nuth.nhs.uk
www.newcastle-hospitals.org

Lead Consultant: Mr. Edgar Paez Gueyraud

Ref: 91459634/EPG/EPG
Date: 06-Nov-2017
Typed: 07-Nov-2017

ELAINE ZZZHOLD
Freeman Hospital
Freeman Road
High Heaton
NE7 7DN

ELAINE ZZZHOLD DOB: 14-Jul-1975
NHS: MRN: 91459634
Freeman Hospital, NE7 7DN

Diagnosis

Document ID: 47000173
Department: Urology
Consultant: Mr. Edgar Paez Gueyraud
Clinic Date: 06 Nov 2017
Typed Date: 07 Nov 2017

Buttons: Edit, Reassign, **Finalise**, Reject

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