NUTH SOP:	Change Signing Clinician on e-Record	Version:	0.1
Document Owner:	Chris Plummer		
Creation date	27 September 2023	Review date:	September 2024

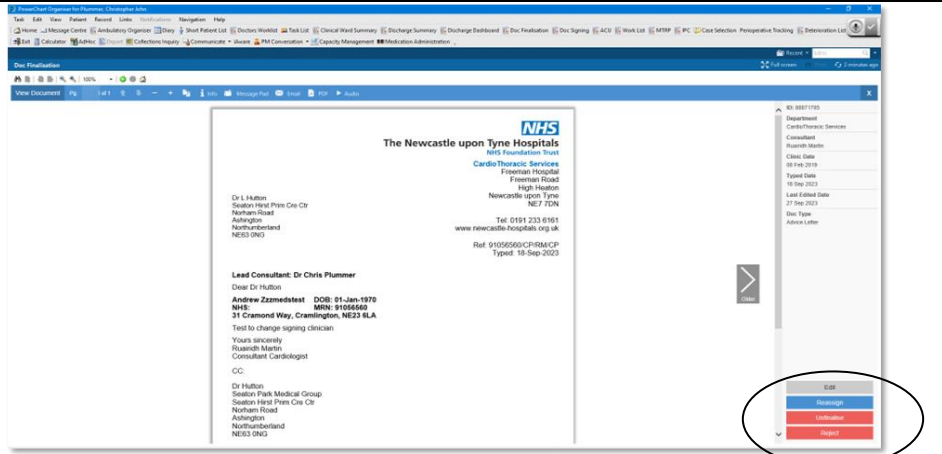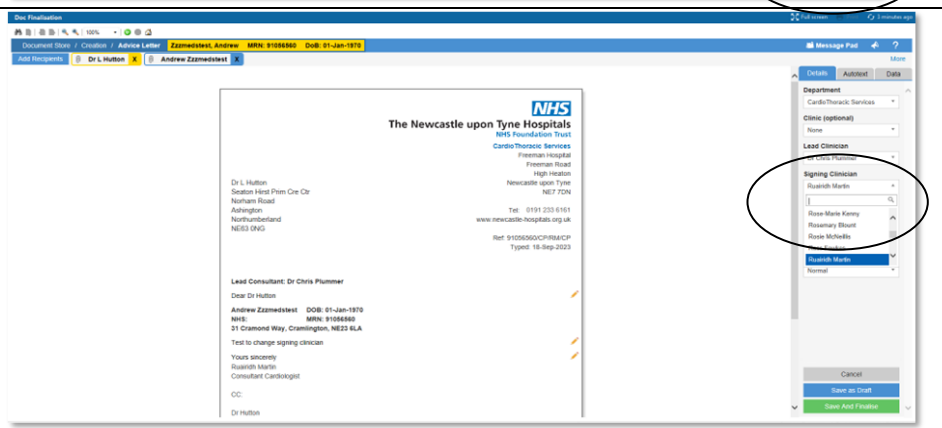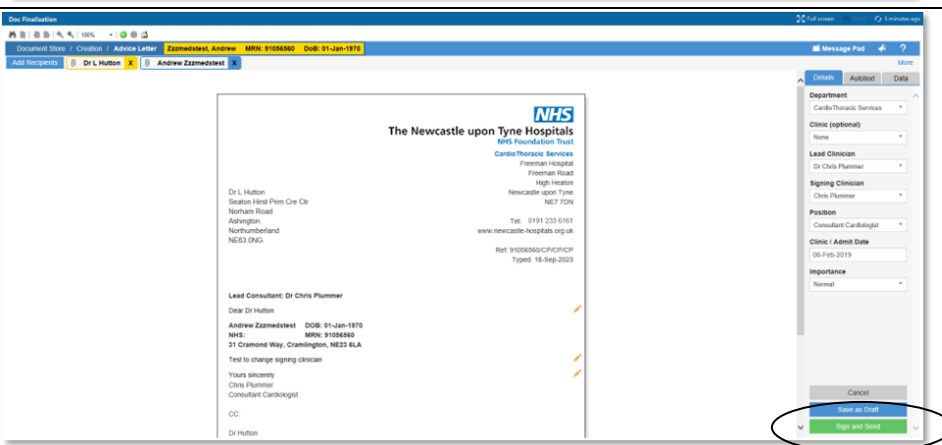# Change Signing Clinician on e-Record

Purpose

This standard operating procedure sets out how you can change the signing clinician for document finalisation and signing.

Scope

There may be the requirement to appropriately change the signing clinician for example, there may be the need to complete a document that has already been started by someone else, such as a discharge summary or a clinician may have left the Trust or be on leave of absence.
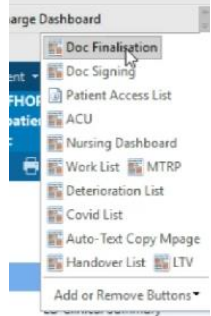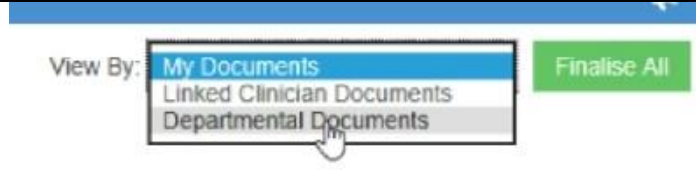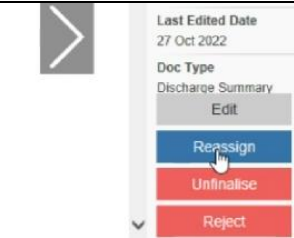
Procedure

Changing Signing Clinician Flow – for changing a single document

1. Whilst in the document, open **Document Finalisation** 2. Click Edit	
3. Click on signing clinician and start typing your surname and when it appears click return	
4. The Green box changes from Sign and Finalise (above) to Sign and Send	

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Changing Signing Clinician Flow – for changing all documents assigned to a clinician

1.	In Power Chart, click on Doc Finalisation from the menu bar	
2.	Select Departmental documents	
3.	Documents are loaded, filter by consultant, click on any document belonging to the clinician.	
4.	Select Reassign button	
5.	Select New Owner from the drop down box. You can select the document you are in to reassigned Or Change the check box to 'select all' before confirming new owner and all document will be reassigned.	

Permissions

If you find you do not have Permission to reassign, please contact your department administrator.

END