

NUTH SOP:	Check that a document has been sent in e-Record	Version:	0.2
Document Owner:	Chris Plummer		
Creation date	27 September 2023	Review date:	September 2024

Check a document has been sent in e-Record

Purpose

This standard operating procedure sets out how you can check that a document has been sent in e-Record.

Procedure

<p>1. Open the document in Document Store:</p>																						
<p>2 Click Info in the View Document bar. This shows general document information and any previous versions.</p>																						
<p>3. Scroll down, and you can see whether and when it was Finalised, Signed, Printed and Sent.</p>	<p>Finalisation This document was finalised by plummerc on 18-Sep-2023 at 13:41:04.</p> <p>Signing This document does require signing by the attending or lead clinician. This document was signed by plummerc on 18-Sep-2023 at 13:41:06.</p> <p>Recipients Below is a list of all of the recipients stored against this document. <i>This document has no recipients.</i></p> <p>Print/Send Audit Print runs of this document have been manually triggered by the persons shown below. <i>This document has not been printed.</i></p> <p>Below is a record of the various methods each document/recipient have been processed against. <i>This document has not been sent.</i></p>																					
	<p>Below is a record of the various methods each document/recipient have been processed against.</p> <table border="1"> <thead> <tr> <th>Recipient ID</th> <th>Recipient Type</th> <th>Send Method</th> <th>Skipped</th> <th>Date</th> <th>Time</th> <th>Success</th> </tr> </thead> <tbody> <tr> <td>24585307</td> <td>GP</td> <td>ICE</td> <td>false</td> <td>06-Sep-2022</td> <td>09:01:34</td> <td>true</td> </tr> <tr> <td>24585308</td> <td>PATIENT</td> <td>PRINTLIST</td> <td>false</td> <td>06-Sep-2022</td> <td>09:01:34</td> <td>true</td> </tr> </tbody> </table>	Recipient ID	Recipient Type	Send Method	Skipped	Date	Time	Success	24585307	GP	ICE	false	06-Sep-2022	09:01:34	true	24585308	PATIENT	PRINTLIST	false	06-Sep-2022	09:01:34	true
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If the document has not been sent you will get the message 'The document has not been sent'.

When the message has been sent you see the recipients, method, date and time and 'true' status.

End