Endorsing Results - Consultants and other Lead Clinicians   December 2025

Set Up - Message Centre

- Log into eRecord / PowerChart - Message Centre is your landing page.
- Configure Message Centre columns as standard.
- Consider giving a colleague a proxy to your Inbox, e.g. other lead clinicians in your team, secretaries, nurse specialist / practitioners.
- Sign into Message Centre pools if you want to see all results on a ward.

Endorsing Results in Message Centre

- Log into eRecord / PowerChart - Message Centre is your landing page.
- Navigate to the Results folder under the Inbox tab and endorse results.
- If you need a colleague to review a result, use the '*Additional forward action*' for Review.
- If you want to see the patient's record when endorsing, click on their name at the top right of the screen.
- If you need to refuse to endorse a result, forward it to the most appropriate colleague or in-patient pool – results are your responsibility until you have forwarded them.
- Check the Documents folder for any 'Forwarded for Sign / Review' requests. You are required to endorse these results or forward them to the correct lead clinician.

Reminders

- You can send a reminder message to yourself, a colleague, an inpatient location pool, a secretary or clerical team.
- Once you have given your secretary / clerical team proxy access to your in-box, they can monitor your Inbox and send you a reminder, for example to draw your attention to important results.
- Reminders can be seen in the 'Reminder' folder of an Inbox, Proxy Inbox or Pool.

Endorsing Results – During a ward round or patient record review

- You can endorse results in a patient record using the "Endorse Results" button.

Annual leave / Other absences

- You can give a proxy to a colleague to endorse your results if you will be away.
- If a colleague has left or is absent without having granted proxy, you can request access via the IT Service Desk.
- You can endorse results from your proxy exactly as you would your own.

Not set up as a Lead Clinician for Ordering and Results?

- If your name isn't in the list of 'Lead Clinicians to receive report', please request via the IT Service Desk.

More information

- Trust Policy on the Management of Results
- How-to guides are available on the IT training website
- Contact NuTH.IT.Training@nhs.net

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