

Signing Reports

Overview

Sign & Notify

The procedure for signing reports has been streamlined to ensure the ordering provider (if recorded) is automatically notified when a reading provider signs a report in eScribe.

Add Notifications

The signing provider can select additional providers to receive a “Document Ready for Review” task during signing without adding the providers to the actual report.

Authorizing Signature

Signing reports is now a “1-click” process. Providers no longer need to re-enter their passwords when signing reports. HOWEVER:

- Only the reading provider of a report is allowed to sign that report.
- Only the Examiner of an Office Encounter is allowed to sign that Encounter.

Sign & Notify

Sign & Notify Button

The Sign & Notify button (Figure 1) displays at the top of a report when the Referring/Ordering Physician is:

- recorded in the Referring/Ordering Physician field of the report

AND

- an eScribe user in your account.

This message will display under the Sign & Notify button:

“[provider name] will be notified upon signing.”

If you are the reading physician, click the Sign & Notify button to sign the report and automatically create a “Document Ready for Review” task for the Referring/Ordering Physician.

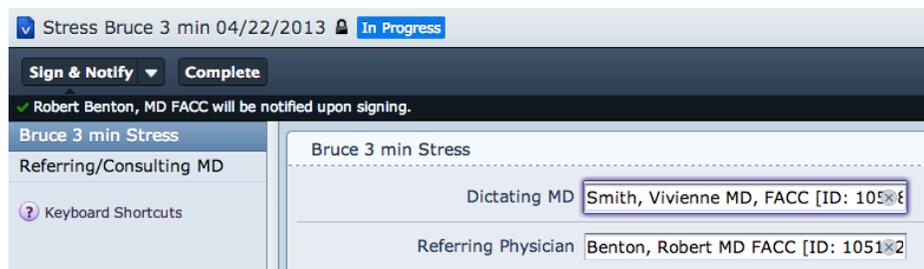


Figure 1: Sign & Notify

Signing Reports

Sign Only

Sign Button

The Sign button and this message: **“Ordering Physician will not be notified upon signing – none recorded”** display at the top of a report when no provider was recorded in the Referring/Ordering Physician field of the report (Figure 2).

The Sign button and this message: **“[provider name] will not receive a task notification upon signing”** display at the top of the report when the provider recorded in the Referring/Ordering Physician field is not a provider in your eScribe account (Figure 3).

If you are the reading physician, click the Sign button to sign the report. No task is created. If you would like to create a “Document Ready for Review” task for a provider in your account who was not included in the report as the Referring/Ordering Provider, click the down arrow ▼ to the right of the Sign button (see the next section, “Add Notification” for details).

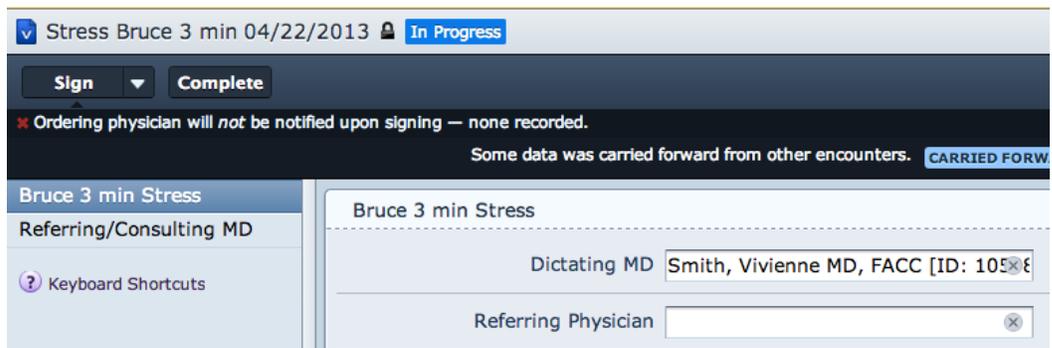


Figure 2: Sign button (no referring/ordering provider recorded)

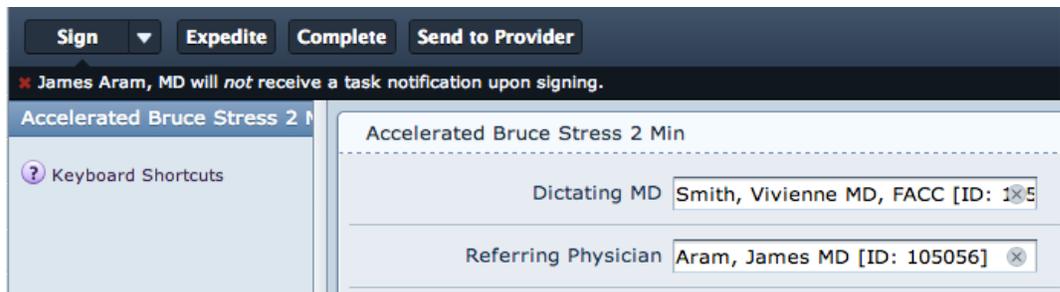


Figure 3: Sign button (referring/ordering provider not eScribe user)

Signing Reports

Add Notification

Add Providers to list

The signing provider can add account providers to the list of providers who will receive a “Document Ready for Review” task without having to add the names to the report itself.

- 1 Click the down arrow ▼ to the right of the Sign & Notify (or Sign) button to open the Sign & Notify dialog box in which you can select the name of a provider you want to notify about this report.
- 2 Type the first few letters of the provider’s last name in the text area and select the correct name from the list (Figures 4 and 5).

Repeat this step for each provider you want to notify about this report.

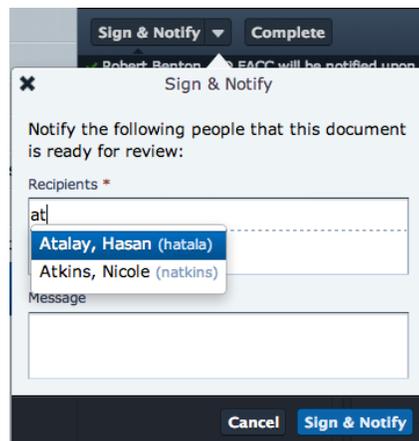


Figure 4: Select Name

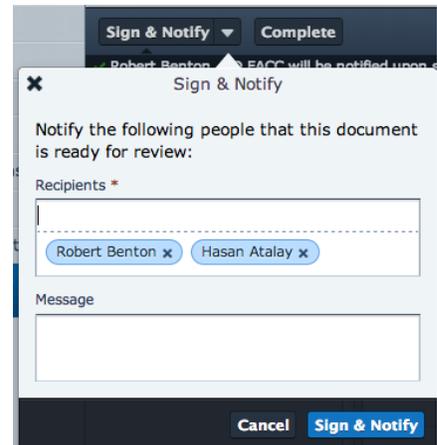


Figure 5: Name Selected

- 3 (Optional) Type a message to the recipient(s). This appears as the first comment in the “Document Ready for Review” task in the recipient’s Tasks Inbox.
- 4 Click the Sign & Notify button in the bottom right corner of the dialog box to sign the report and create a “Document Ready for Review” task for each selected provider (Figure 5).

Signing Reports

Authorizing Signature

Authorized by log in

Providers no longer need to re-enter their password when signing reports. One click on the Sign (or Sign & Notify) button will sign the document and create any notification tasks.

HOWEVER, be aware that:

- Only the reading provider of a report is allowed to sign that report.
- Only the Examiner of an Office Encounter is allowed to sign that Encounter.

Note to eScribe Administrators:

Be sure all providers in your account have a check mark in the “Create new tasks” check box in the Users management page. This is required to create “Document Ready for Review” tasks when clicking the Sign & Notify button (see Figure 6).

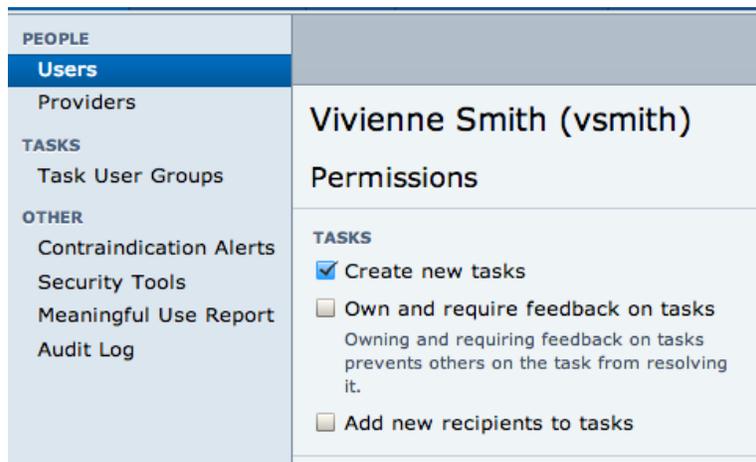


Figure 6: Create new tasks check box