

MEDIEWER – SIGN A PAGE

The Signed indicator displays against Pages and Bundles where at least one page has been signed:



Only authorised staff have access to sign a page, which can only be carried out from the Page View.

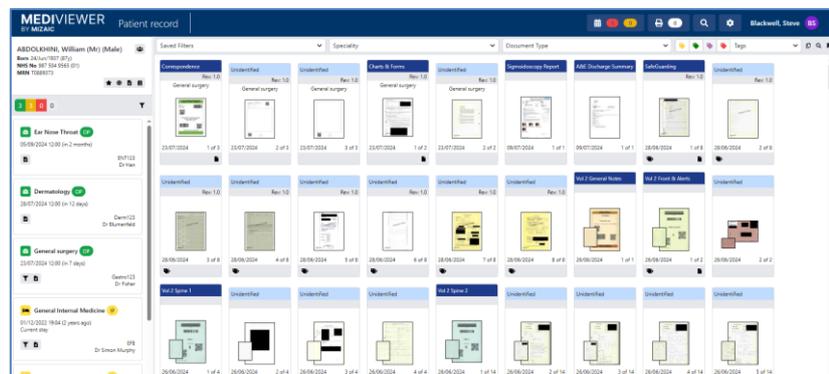
The use of this function has been identified for on the day of surgery, re-confirming physical Consent signatures previously recorded by the patient and doctor, at a prior consultation.

Removing the Signed indicator against a page is a Health Records Department only function. See instructions at the end of the guide should you add a signature to the wrong Page.

SIGN A PAGE

On first entering the patient's Health Record...

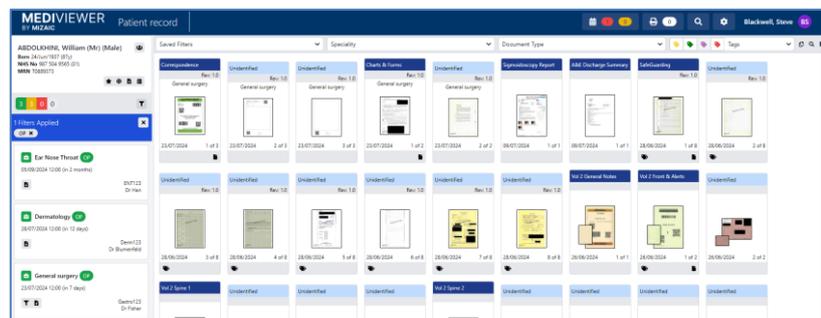
The **Bundles View** displays:



Whilst in the patient's Health Record, scroll to find the Encounter you need or use the **Funnel** icon in the Encounter View to filter the list



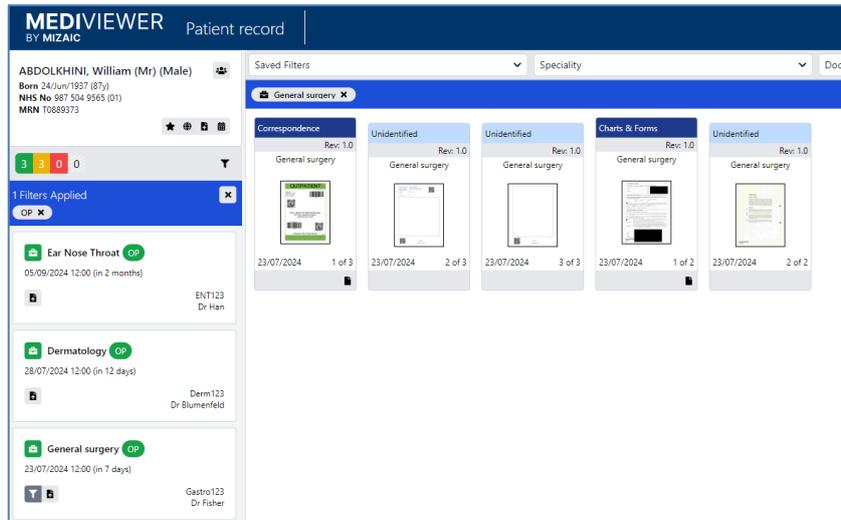
If using the **Funnel** icon, please see the **Filter the Encounter View** guide for further details.



Click the **Funnel** icon against the relevant encounter

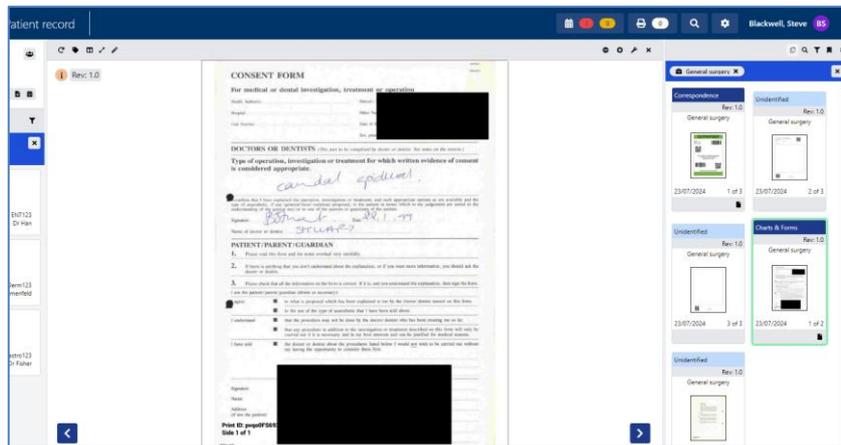


The Health Record is filtered to only those Pages linked to this encounter:

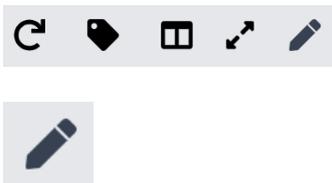


Click on the **Page** you need to sign

The **Page View** displays:



Click on the **Pen** icon at the top-left of the Page View



The **Sign Page** pop-up window displays:

Sign page ✕

Apply digital signature to this page

Username

Password

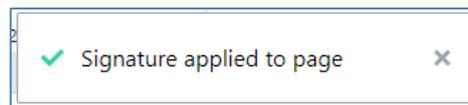
Notes

Type in your Username and Password

Add additional notes for context, if required.

Click the **Apply** button

The **Signature Applied to Page** pop-up usually displays:



The Page now displays a Signed indicator and in the Bundles View, the relevant Bundle and Page display a pen icon.



Note: If you sign the wrong page or against the wrong patient, please report to Health Records using the Report a Problem function, when in Page View from the **Settings Cog** – see the **Report a Scanning Issue** guide for more details.