## DISCHARGE SUMMARIES AND OPERATIVE REPORTS WILL BE SIGNED IN MESSAGE CENTER WITHIN POWERCHART AS OF JULY 25TH 2016.

## (Attending's) Signing Discharge Summary and Operative Reports in Powerchart.

Attending signing Discharge Summary and Operative Reports completed by Residents/ NP's/PA's will sign documents in Message Center rather than Eclipsys.

Follow these steps to sign Documents in Message Center rather than Eclipsys.

 Attending will sign into the Powerchart and navigate to the Message Center.

Task	Edit	View	Patient	Chart	Links	Notifica	tions
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- 2. Look in the **documents** within the Inbox of **Message Center**.
- 3. Double click on the row and this will open the Discharge Summary or Operative Report document.

4.	Click	Ok	to	sign.
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Display: Last 90 Days -	Assigned Author	Create Da., 7	Description Discharge Summary	Description-Su Due Date	From C4 RROSRHG	Location General Medic	Notification C	Patient Inform	Patient Name TEST_ARREFOE
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Documents (1/1)									
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Saved Documents									
Reminders									
Notifications									

**NOTE:** If you need to **Modify** the document prior to signing, Right click and select modify in the body of the Note. After making your modifications, click Sign Button.

## **Refusing a Document in your Message Center (Inbox)**

- 1. You can **Refuse** a document by selecting the **Radio button**. (See Circled below). After selecting **Refuse**, Select one of the following reasons:
  - **Content Needs Modification** The content is not satisfactory for attending and is being sent back for modification.
  - Did not follow this patient- The attending was not following this patient.
  - Does not require signature.

**\*Note:** Send refusal to **"Refusal, Inbox**". **DO NOT SEND IT BACK TO THE AUTHOR.** Use the comment box to tell the author what you would like fixed.

Documents (0/1)     Sign (0/1)     Results     Orders (527/527)     Renewal Orders (527/527)     Messages (0/5)	GENERAL: A young female sitting up in bed, appears overall improved since admiss: of acute distress. CARDIOVASCULAR: Regular rate and rhythm. No peripheral edema. RESPIRATORY: Normal respiratory effort at speech and with rest. NEUROLOGIC: Mental status: The patient is awake and has good level of alertness with intact 1 She is oriented to self, month and year, location and situation. She has a normal affect. She has appropriate behavior and is cooperative with exam. She has fluer
Renewal Requests (0/1) General Messages (0/4) Work Items (9)	Action Pane     Sign     Refuse     Reason:     T
Saved Documents (9/10) Reminders Documents to Dictate	Additional Forward Action: Comments: (Limit 255)
<ul> <li>Notifications</li> </ul>	Next

Note: To Print Discharge Summary, go to Documentation section in patients chart to find the document. Right click in body of the document and select Print. Select a printer in the Core of the Unit.