

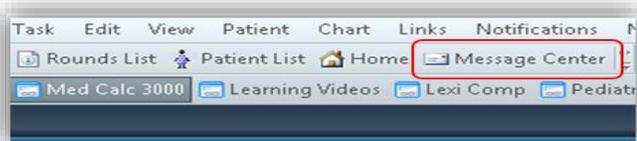
## DISCHARGE SUMMARIES AND OPERATIVE REPORTS WILL BE SIGNED IN MESSAGE CENTER WITHIN POWERCHART AS OF JULY 25TH 2016.

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

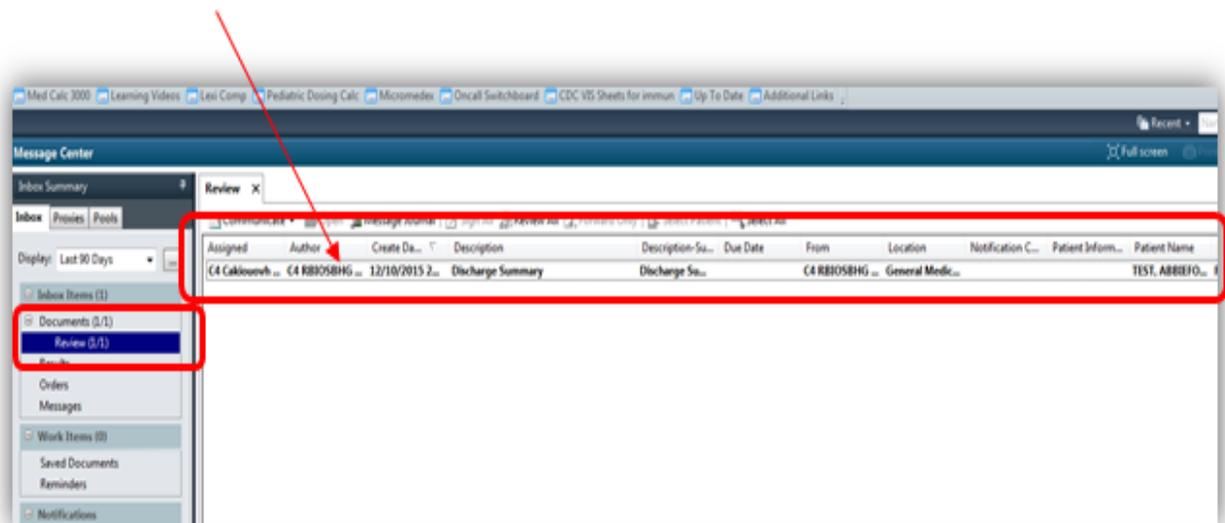
Attending signing **Discharge Summary** and **Operative Reports** completed by **Residents/ NP's/PA's** will sign documents in **Message Center** rather than **Eclipsys**.

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

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



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**.

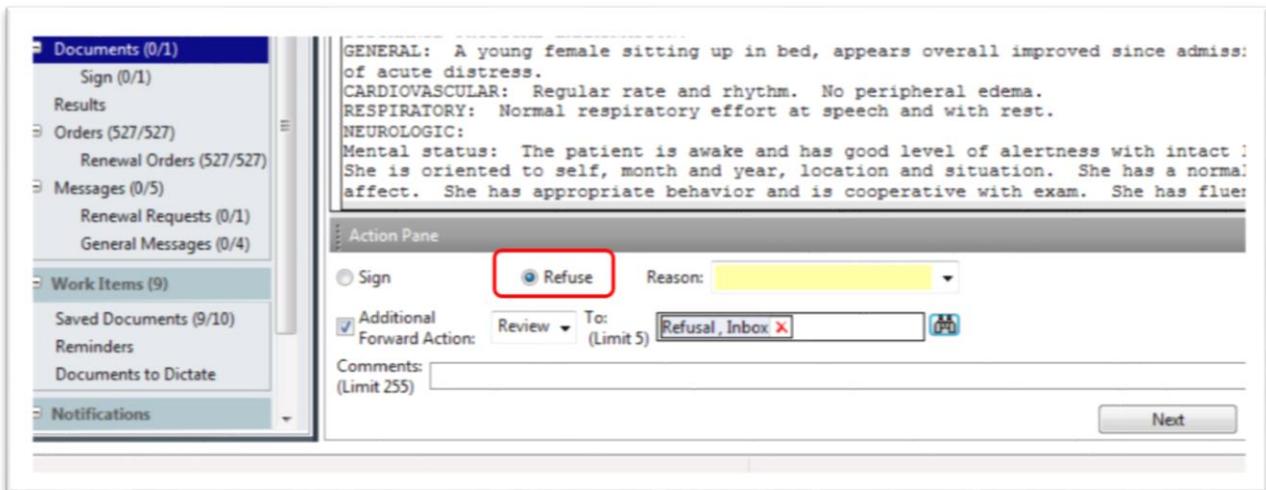


**NOTE:** If you need to **Modify** the document prior to signing, Right click and select modify in the body of the Note. After making your modifications, click Sign Button.

## 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.



**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.