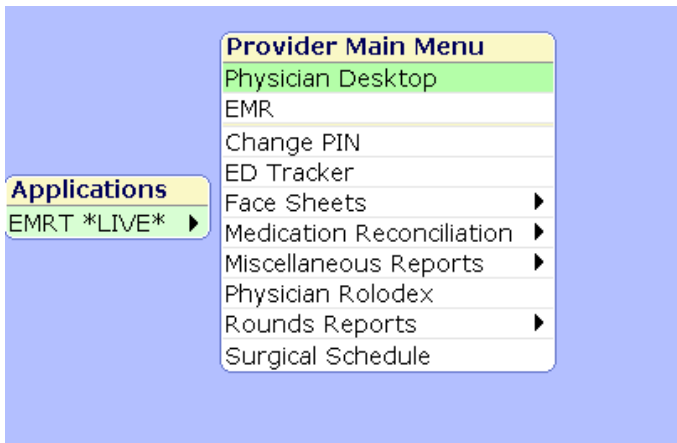


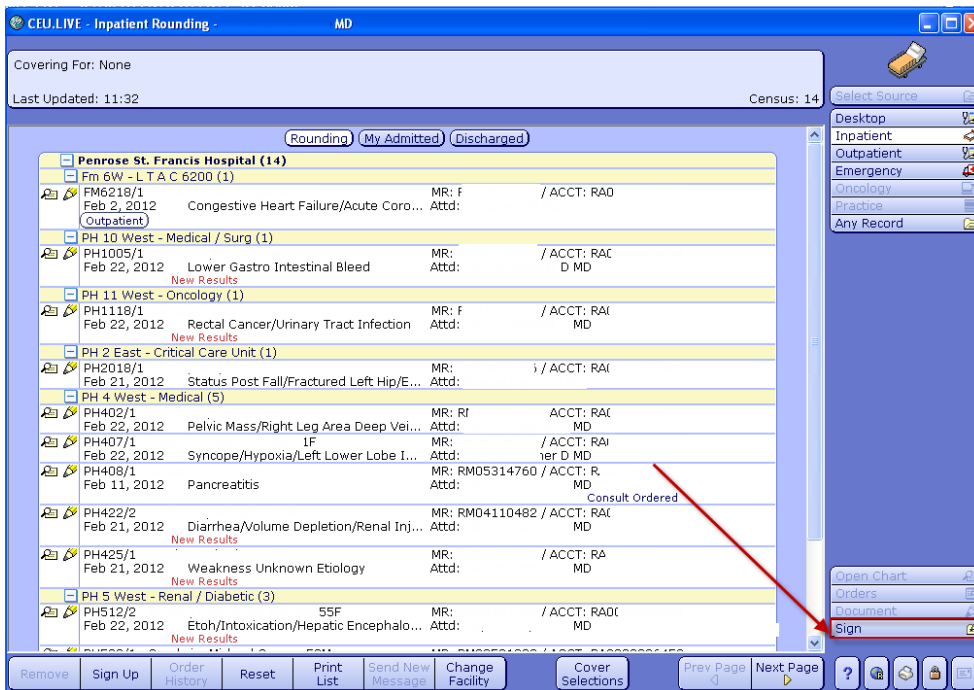
MEDITECH

Instructions for completing Electronic Signatures – Penrose SFMC

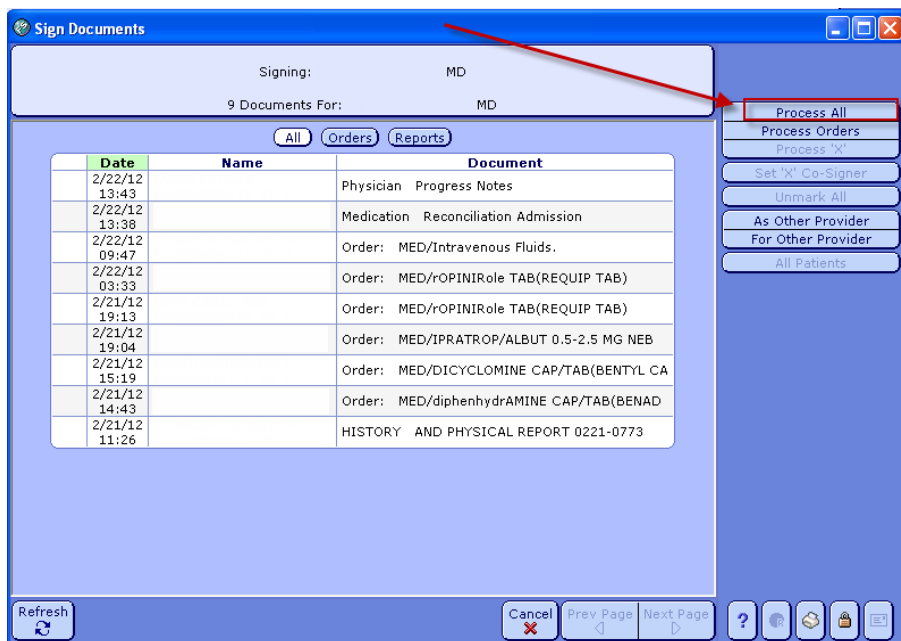
Log into MEDITECH (from the **Hospital** or through **My Virtual Workplace**)
Select **“Physician Desktop”**



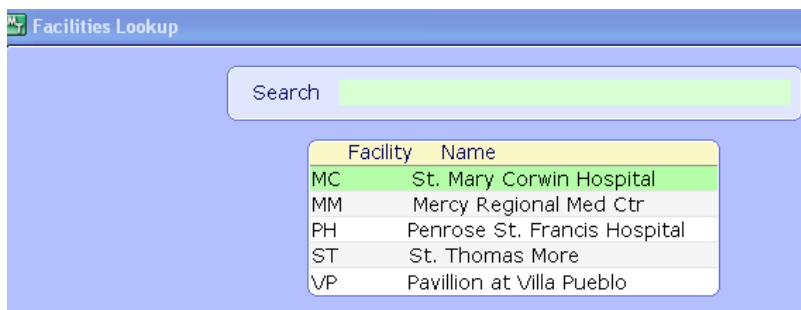
From the **“Inpatient”** tab – click **“Sign”**
If the **“Sign”** button is not available you do not have any outstanding signatures



Select **“Process All”** to begin the electronic signature process



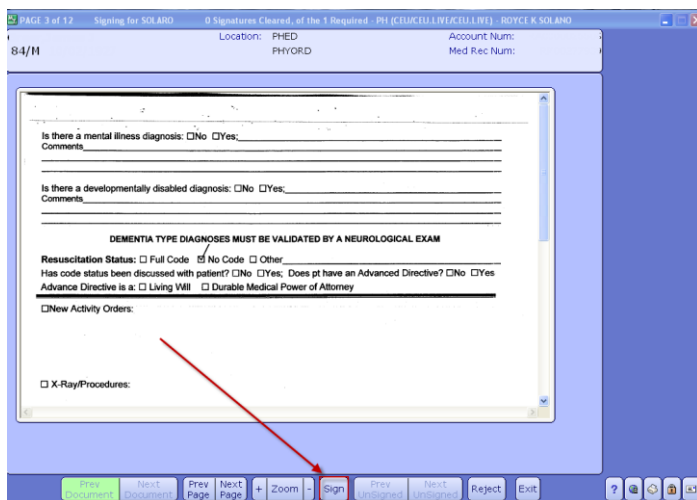
Select the appropriate facility



Each **Inpatient Scan** will open for your review

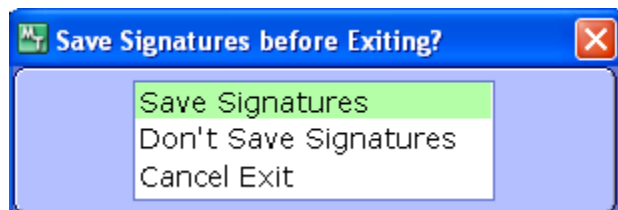
Inpatient scans are paper documents that were not signed correctly

Review and click **“Sign”**

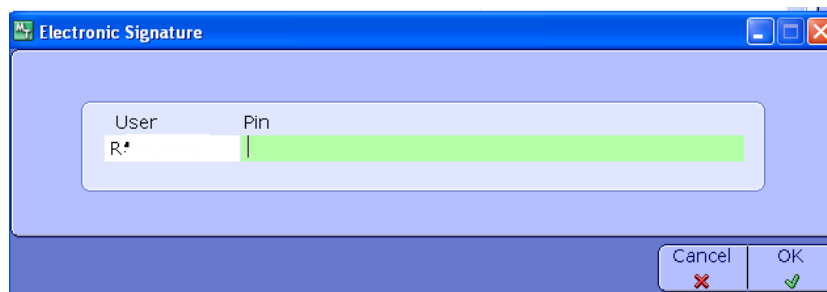


Repeat these steps until all Inpatient Scans have been reviewed
Once they have all been reviewed

Select **“Save Signatures”**



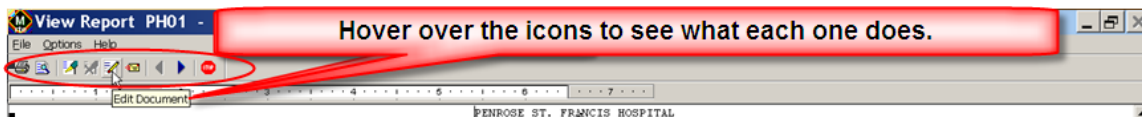
Enter your Pin – this functions as your legal signature



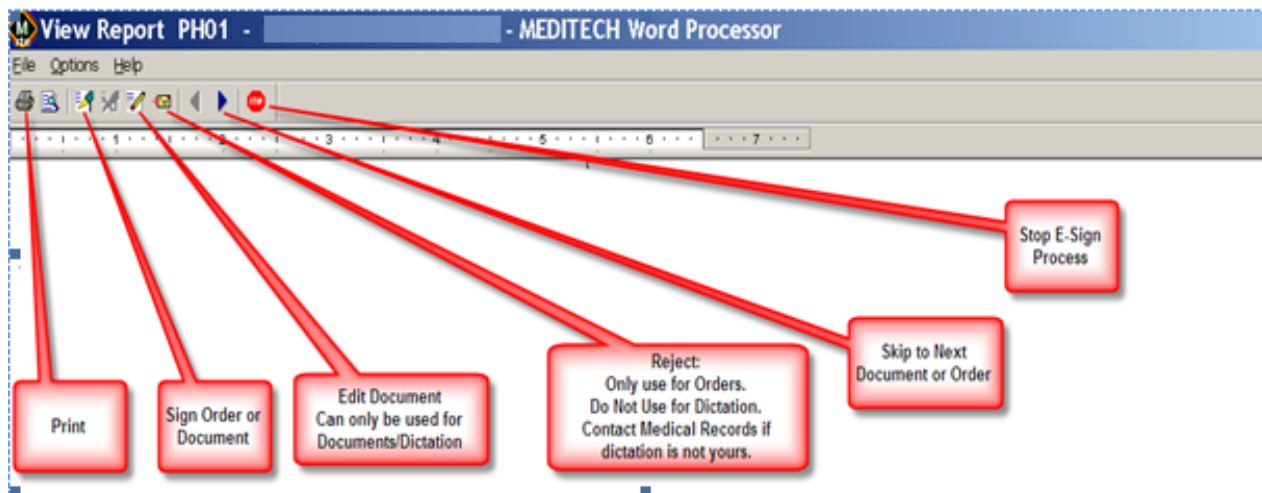
Next, **Verbal** and **Telephone Orders** will present

A screenshot of a medical software interface. At the top is a menu bar with "File", "Options", and "Help". Below is a toolbar with various icons. The main area displays patient information: "Patient: Acct#: R, Unit#: R1, Reason for Visit: STRIDER/HISTORY OF BREAST CANCER", "Age/Sex: 69 F, DOB: Room-Bed: PH2004-1, Location: PH2EAST2, Att Dr:", "Category: Medications, Procedure: INSULIN GLARGINE(LANTUS INSULI), Priority: Quantity: 1, Status: In Process, Entered By:", "Ordered Date/Time: 02/26/12 0944, Service Date/Time: 02/26/12 2100, Ordering Dr:, Order#: 0226". Below this is a table for medication details: "Discontinue: 04/10/12 0959", "Medication: INSULIN GLARGINE, Dose: 17 UNIT", "Route: SC, Sig: BID, Sched Days: SCH 43, Doses:". At the bottom are "Comments: **LOOK-ALIKE/SOUND-ALIKE WARNING** **Lantus is Insulin Glargine**" and "Signature Comments: Order Num 0226-1283 Service Date/Time: 02/26/12 2100 Ordered by:".

Select **“Sign”** or **“Reject”**

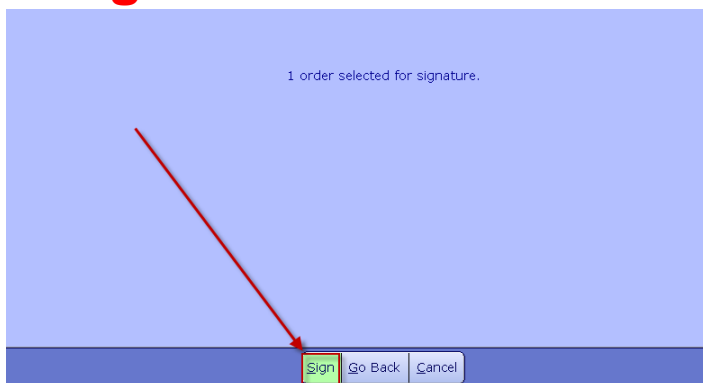


Options:

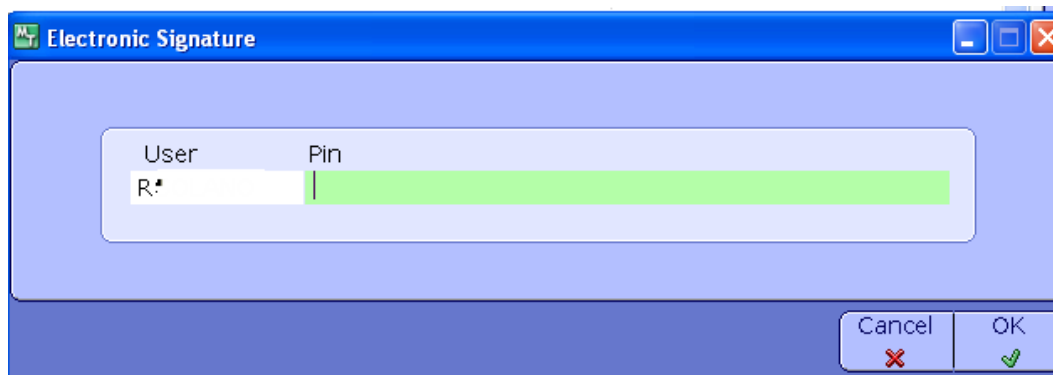


Once you have reviewed and signed all **“Orders”**

Select **“Sign”**

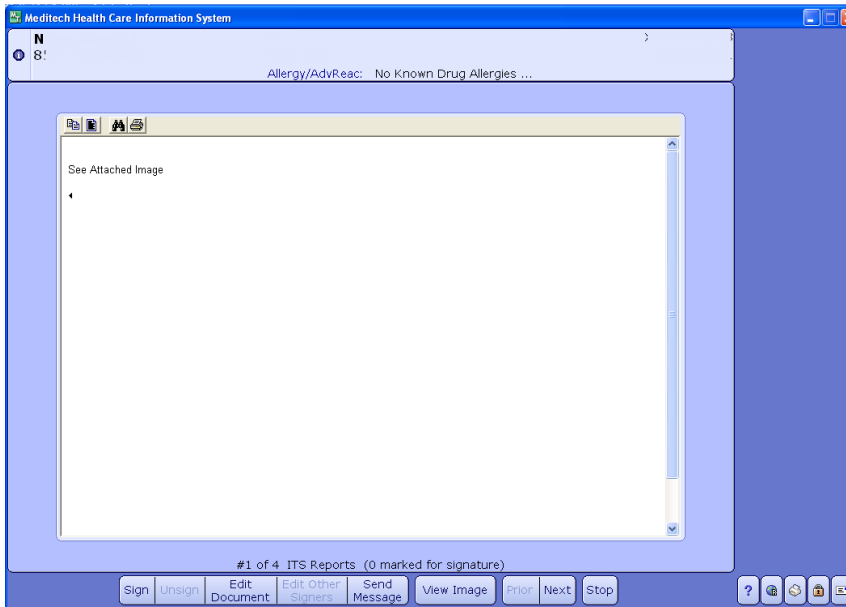


Enter your Pin – this functions as your legal signature

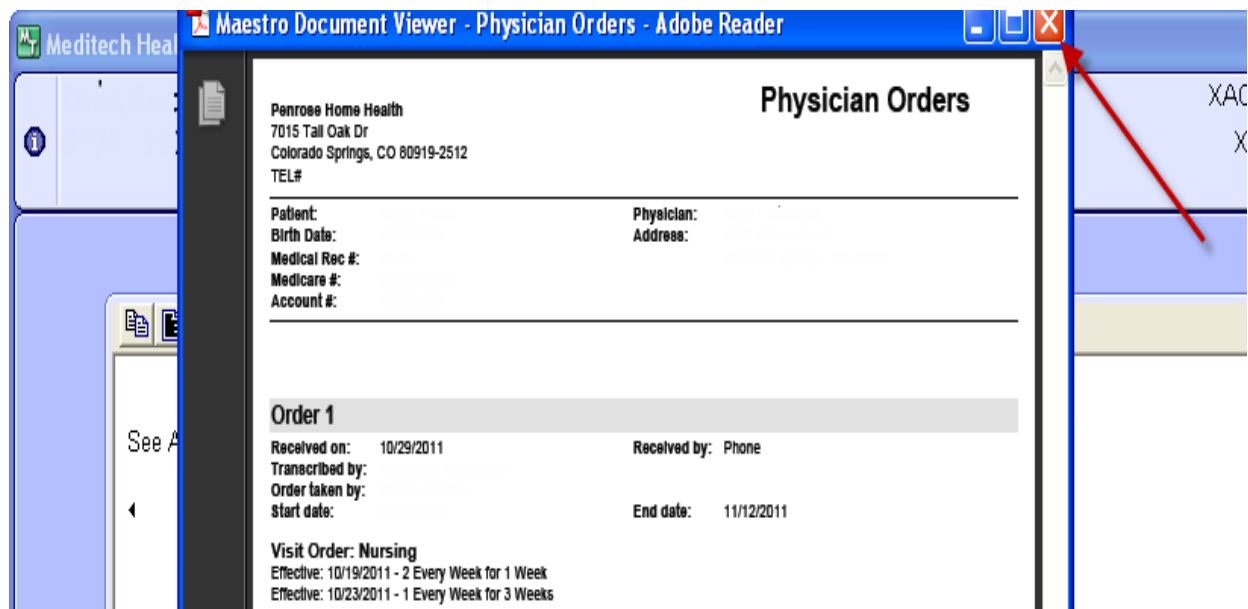


Next, **Home Health Documents** and **Dictations** will present Home Health Document include **Plans of Care** and **Home Health Orders**

When the following screen opens **Wait**



The Home Health Document will open in the “**Maestro Document Viewer**”

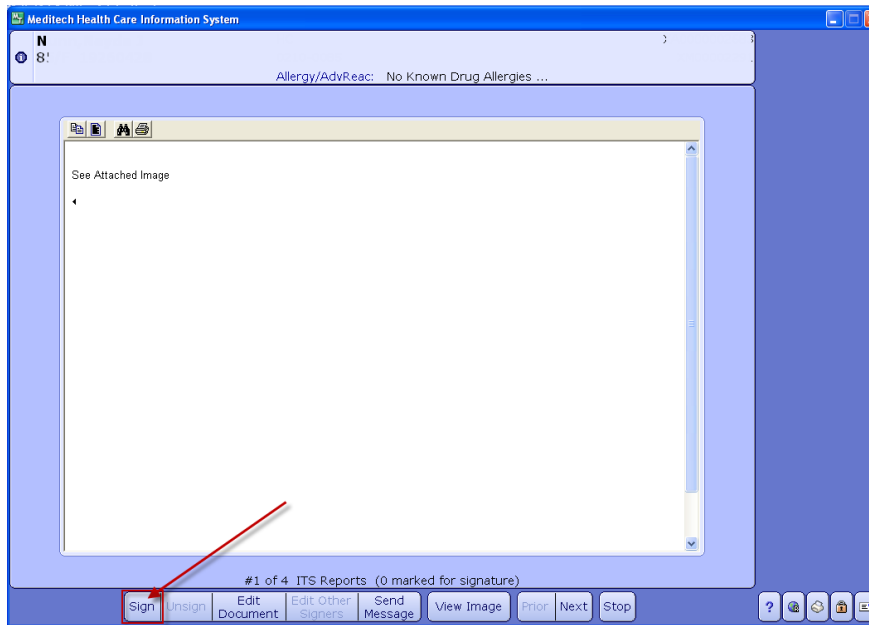


Review the Document

Click the **white “x” in the red box** to close the document 

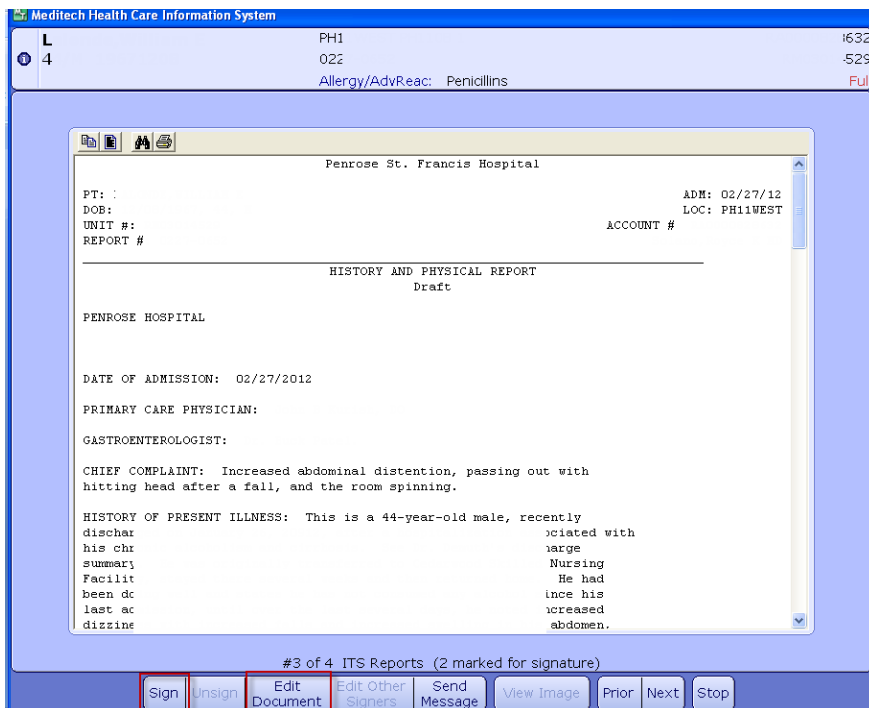
You will return to the previous screen

Select **“Sign”**



Repeat the process until complete

When the **Home Health Orders** are complete **Dictations** will present



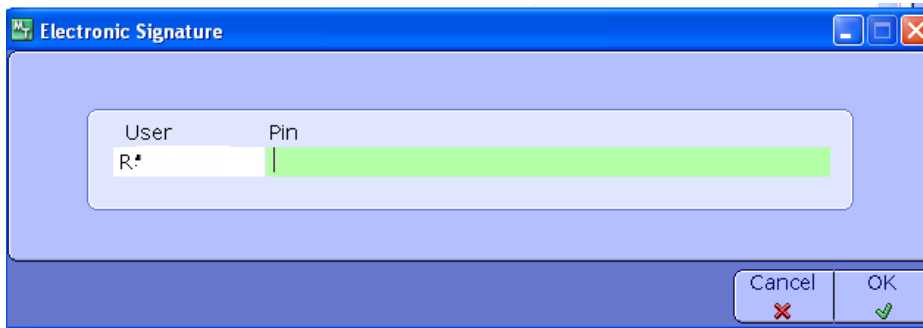
Select **“Edit Document”** to make changes

Select **“Sign”** when you approve

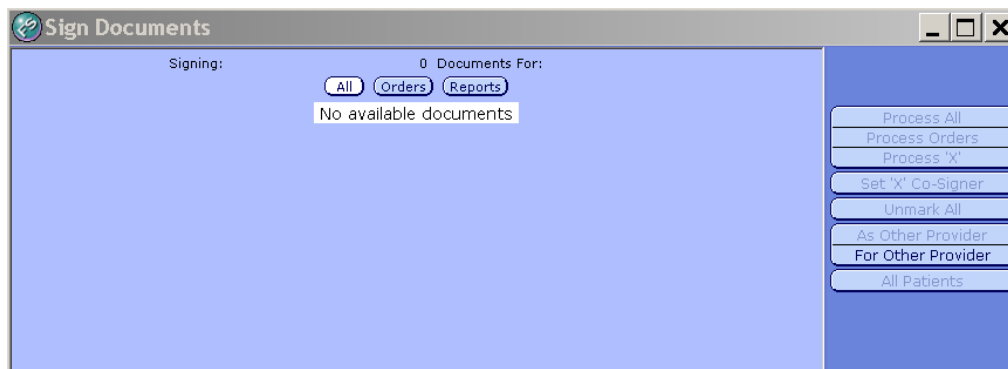
Once you have signed all documents the following appears
Select **“Sign”**



Enter your Pin – this functions as your legal signature



Once all signatures are completed your e-signature queue will be empty



**For further instruction, questions, or access to MEDITECH
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