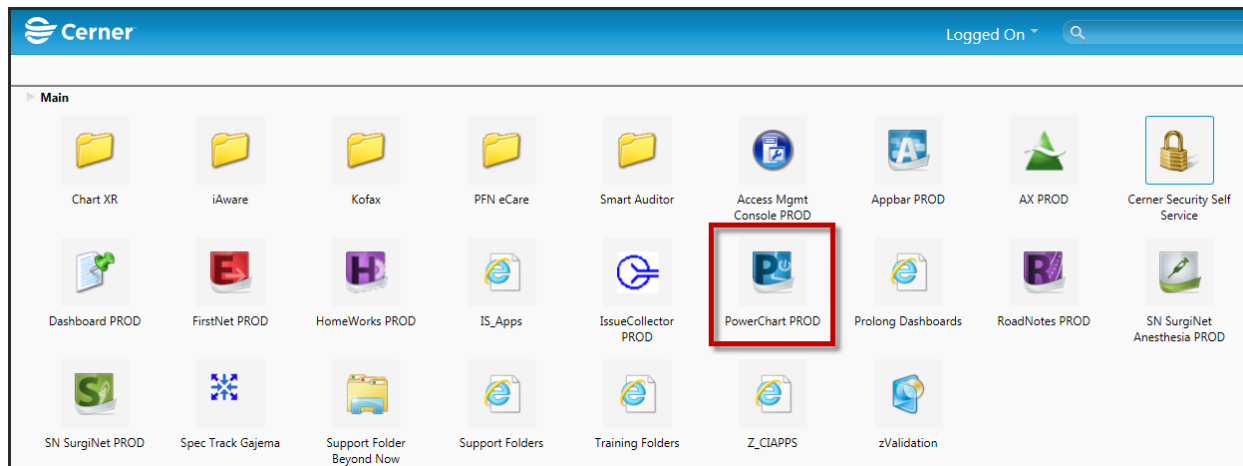


**REVIEW, EDIT and SIGN DICTATIONS**

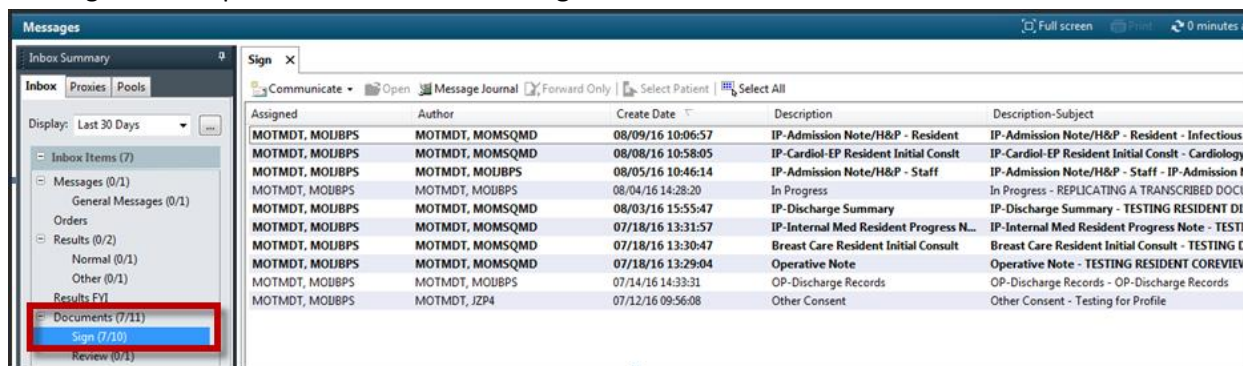
1. Click **Cerner** icon → **PowerChart** icon



2. Log into Cerner with **Username** and **Password**

\*If you don't remember your Username or Password, contact the Help Desk @ 317-962-2828\*

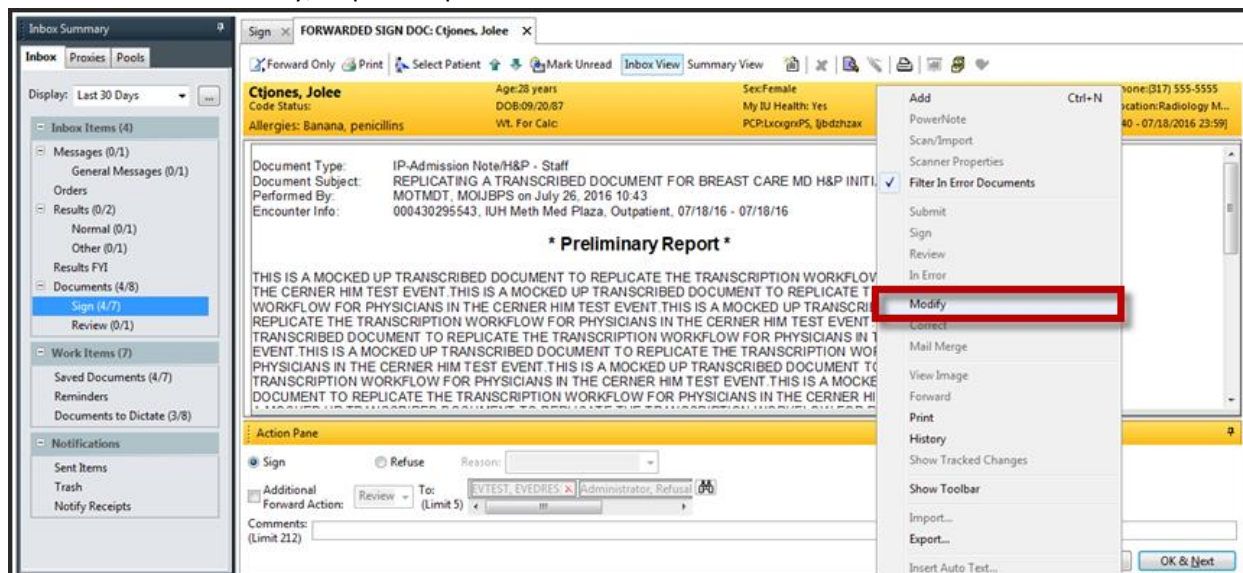
3. Message Center opens. *Click Documents* → **Sign**



4. *Double-Click* the document to open.

5. Review the document. To **Edit**, *Right Click* in the document and select **Modify**.

If edits are not necessary, skip to Step 6.



The Modify Document window will open.

For a Preliminary Report, edit the necessary information by highlighting the text or placing the cursor in the document.  
When finished, **Click Save & Close.**

The screenshot shows the 'Modify Document' window for a document titled 'Ctjones, Jolee - 44008074'. The document type is 'IP-Admission Note/H&P - Staff', the author is 'EVTEST, EVPHYMD', and the status is 'In Progress'. The subject is 'REPLICATING A TRANSCRIBED DOCUMENT FOR BREAST CARE MD H&P INITIAL CONSULT'. The document content is a placeholder text: 'THIS IS A MOCKED UP TRANSCRIBED DOCUMENT TO REPLICATE THE TRANSCRIPTION WORKFLOW FOR PHYSICIANS IN THE CERNER HIM TEST EVENT...'. A red box highlights the text '\* Preliminary Report \*'. At the bottom, the 'Save & Close' button is highlighted with a red box.

For a Final Report, **Strike Through** text by highlighting or add additional text by typing below **Insert Addendum Here:**  
When finished, **Click Sign.**

The screenshot shows the 'Modify Document' window for the same document. The status is now 'Auth (Verified)'. The document content is the same placeholder text. A red box highlights the text '\* Final Report \*'. Below the main text, there is a section titled 'Insert Addendum Here:' with the text 'THIS IS WHERE I HAVE INSERTED THE ADDENDUM ON MY TRANSCRIBED DOCUMENT'. At the bottom, the 'Sign' button is highlighted with a red box.

6. To sign the document, ensure the **Sign** button is selected, and **Click OK** (signs the current document) or **OK & Next** (signs the current document and moves user to the next document).

The screenshot shows the 'Sign' window for the document. The document type is 'IP-Admission Note/H&P - Staff', the subject is 'REPLICATING A TRANSCRIBED DOCUMENT FOR BREAST CARE MD H&P INITIAL CONSULT', and the status is 'Preliminary Report'. The document content is the same placeholder text. A red box highlights the 'Sign' button in the 'Action Pane'. At the bottom, the 'OK' and 'OK & Next' buttons are highlighted with a red box.

### LIST OF DEFICIENCIES (Documents to Dictate)

1. Open **Message Center**.
2. Click on **Documents to Dictate**.

Create Date	Due Date	Location	Patient Information	Patient Name	Status	Subject	Update
08/09/16 10:57:05		Cardiology OP	Admit Date: 08/05/16 Discharge...	Ctmiss, Rollo	Pending	Breast Care MD Progress Notes	08/09/16
08/08/16 13:34:29		Radiology MM...	Admit Date: 07/18/16 Discharge...	Ctjones, Jolee	Pending	BMT MD H&P/Initial Consult	08/08/16
08/05/16 10:31:01		MCCTH	Admit Date: 06/14/16	Ctmccrane, Mark	Opened	IP-Admission Note/H&P - Staff	08/05/16
07/12/16 10:37:19		UC3E	Admit Date: 04/07/16 Discharge D...	Cttest, Adrian	Opened	IP-CardioTh Surg Fellow Initial ...	08/02/16
07/12/16 10:37:18		UC3E	Admit Date: 04/07/16 Discharge D...	Cttest, Adrian	Opened	IP-Gen Surgery Staff Initial Con...	07/26/16
07/12/16 10:37:18		UC3E	Admit Date: 04/07/16 Discharge D...	Cttest, Adrian	Opened	Event Monitors	08/03/16

**Please Note:** Dictate deficiencies cannot be deleted from the list. The list will refresh once the transcribed document is in Cerner and the deficiencies are removed for the attending and resident.

3. See the dictation flyer for instructions related to the new dictation system.

### REFUSE DICATIONS

1. Open and Review the document.
2. **Select Refuse and Select Reason.** Provide **Comments** as needed, such as "reassign to Dr. xxx."

**Action Pane**

☐ Sign ☒ **Refuse**

☒ Additional Forward Action: [Dropdown] To: (Limit 5)

Comments: (Limit 212)

Reason: [Dropdown]  
Did not order the result(s)  
Do not follow this patient  
Other

3. Ensure the **Additional Forward Action:** box is checked and **Select Sign**.

**Action Pane**

☐ Sign ☒ Refuse Reason: Do not follow this patient

☒ Additional Forward Action: [Sign] To: (Limit 5)

Comments: (Limit 212)

6. Click the **Binoculars** icon to search for **Administrator, Refusal HIM Document**.

**Action Pane**

☐ Sign ☒ Refuse Reason: Do not follow this patient

☒ Additional Forward Action: [Sign] To: (Limit 5)

Comments: (Limit 212)

7. **Type Administrator, Refusal HIM Document** and Select it. Then Click **Add** and **OK**.

**Address Book**

Internal

Type a name or select from list:

admin

Show names from

Global Address Book

☒ Personnel ☐ Pool ☐ Distribution List

Right click to add/remove a name in the personal address book

Name	Position
Administrator, Cardiovascular	Gen: Refusal Administrator
Administrator, Refusal CW	Gen: Refusal Administrator
Administrator, Refusal Indiana Clinics	Gen: Refusal Administrator
Administrator, Refusal Ball	Gen: Refusal Administrator
Administrator, Refusal Bedford	Gen: Refusal Administrator
Administrator, Refusal Bloomington	Gen: Refusal Administrator
Administrator, Refusal CAH	Gen: Refusal Administrator
<b>Administrator, Refusal HIM Document</b>	<b>Gen: Refusal Administrator</b>
Administrator, Refusal IUMc	Gen: Refusal Administrator
Administrator, Refusal MH	Gen: Refusal Administrator
Administrator, Refusal Morgan	Gen: Refusal Administrator
Administrator, Refusal Paoli	Gen: Refusal Administrator
Administrator, Refusal RH	Gen: Refusal Administrator
Administrator, Refusal Saxony	Gen: Refusal Administrator
Administrator, Refusal SIP	Gen: Refusal Administrator
Administrator, Refusal SIP2	Gen: Refusal Administrator

More

Add

Remove

Send to

Name

Administrator, Refusal HIM Document

OK Cancel

8. Administrator, Refusal HIM Document will display in the **To:** box. Click **OK** or **OK & Next**.

**Action Pane**

☐ Sign ☒ Refuse Reason: Do not follow this patient

☒ Additional Forward Action: Sign To: (Limit 5) Administrator, Refusal HIM Document

Comments: (Limit 212)

Next OK OK & Next

## **SIGNING SAVED NOTES**

**\*\* Saved Documents** are PowerNotes/Dyn Doc Notes/Clinical Notes **Started** in Cerner but **Not Signed\*\***

1. From the Work Items list, **Click Saved Documents**.

**Inbox** Proxies Pools

Display: Last 30 Days

Inbox Items (4)

Work Items (6)

**Saved Documents (4/6)**

Reminders

2. **Double-Click** the document to open.
3. Review the document. To **Edit**, **Right Click** in the document and select **Modify**. To Sign, **Click OK** or **OK & Next**.

\*Same process described in the REVIEW, EDIT and SIGN DICTATIONS section above (pages 1 & 2)\*