

**E-SIGN / MODIFY DOCUMENT**

Documents can **only** be modified when in “Preliminary” status (attending MD has not yet signed).

1. Log into Cerner In Box.
2. From the “Documents to Sign” or “Forwarded Documents to Sign” folder, double-click on document to open.
3. Review for corrections and enter modifications.
4. Click **OK & Next** to open next document  
   - OR -  
   Click **OK** and then **Cancel** to return to In Box.
5. Click the As Of button. Document(s) should disappear from the In Box.

**ADD AN ADDENDUM**

An addendum can be added to a document only after it has been finalized by the attending.

1. Open document from PowerChart through the Clin Documents tab.
2. Right-click on document and select **Modify Document**.
3. Scroll to the end of the document and begin typing after ***Insert Addendum Here:**.
4. Click **Sign**.
5. For residents and fellows requiring a co-signature, follow instructions for forwarding a document to the attending for signature.

**FORWARD DOCUMENT FOR REVIEW OR SIGNATURE**

1. Open document from In Box or Clin Documents tab.
2. Right-click on document (if opened through Clin Documents), and select **Forward/Refuse**.
3. Select **Forward Only**

   ![Forward Only Options]

4. Delete any names previously entered in the “To” field.

   ![Forward Details]

5. Click the ellipses button 
6. Select **Global Address Book** under “Show names from”.
7. Enter recipient’s last name. **Do not press “Enter”**.
8. Select name and click the right arrow button.
9. Repeat steps 7 – 8 to add more names.
10. Click **OK**.
11. Select either **Review** or **Sign**. **Selecting Sign will add a signature line for the recipient, forcing him/her to e-sign the document.**
12. Enter a comment if needed.
13. Click **OK**.

*Document will appear in the recipient’s In Box under the “Forwarded Documents to Review” folder.*

Revision Date: July 21, 2006