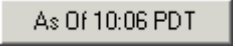


## ***E-SIGN / MODIFY DOCUMENT***

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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***

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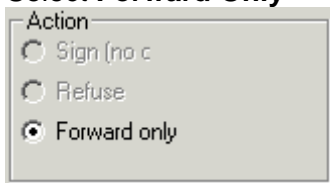
An addendum can be added to a document only after it has been finalized by the attending.

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***

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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**



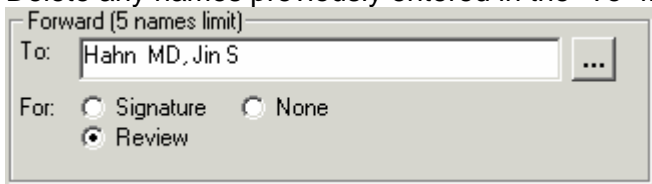
Action

Sign (no c)


Refuse

Forward only

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




Forward (5 names limit)

To:  

For:  Signature  None

Review

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.