REFUSE A DOCUMENT

This is a 3-part function. All 3 parts must be completed before a document can be refused.

I. ACTION

Select **Refuse**.

II. FORWARD

1. Select **Review**. The “To” field becomes active.

   ![Forward button](image)

   - **To**: Janas MD, Janice D
   - **For**: Signature

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

3. Click the ellipses button `...`.

4. Select **Global Address Book**.

![Global Address Book](image)
5. Type “HIMS”. The HIMS users appear. **Do not press “Enter” after typing HIMS.**

![](image1.png)

6. Select **HIMS, Correction**, and click the right arrow button.

7. Click **OK**.

### III. REASON

1. Select a reason for refusal

   ![Refusing Reason Selection](image2.png)

   - **Did not order the result(s)**
   - **Do not follow this patient**
   - **Assigned in error/fwd to HIMS Correction**

2. The **OK** and **OK & Next** buttons become active. Click either button.

3. Click **Cancel** to return to the In Box.

4. Click the **As Of 10:06 PDT** button. The document(s) should disappear from In Box and will automatically be removed from your deficiencies.