

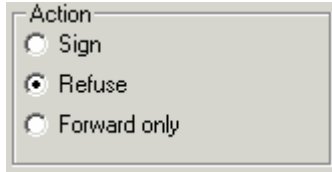
## **REFUSE A DOCUMENT**

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

### **I. ACTION**

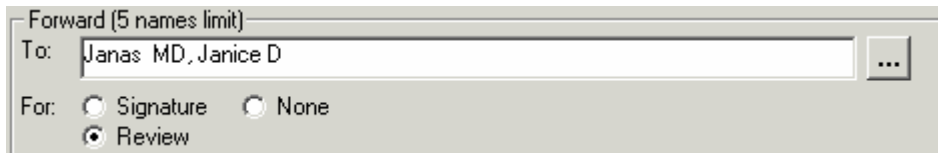
Select Refuse.



A dialog box titled "Action" with three radio button options: "Sign", "Refuse", and "Forward only". The "Refuse" option is selected.

### **II. FORWARD**

1. Select **Review**. The "To" field becomes active.

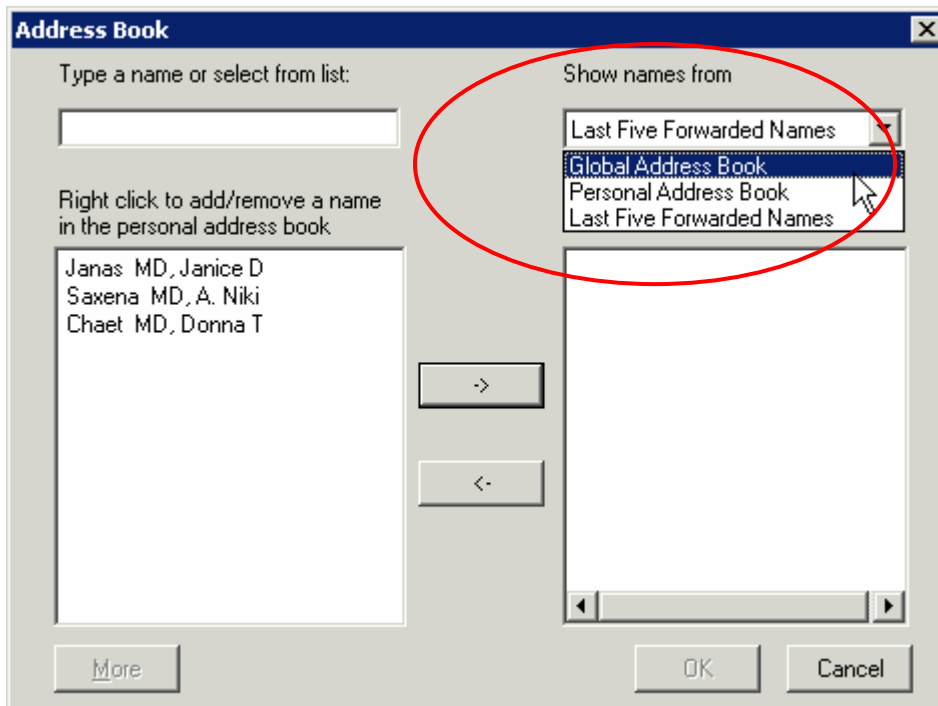


A dialog box titled "Forward (5 names limit)". The "To:" field contains "Janas MD, Janice D" and has an ellipsis button to its right. Below the field are radio button options for "For:" with "Review" selected.

2. Delete any names previously entered in the "To" field.

3. Click the ellipses button .

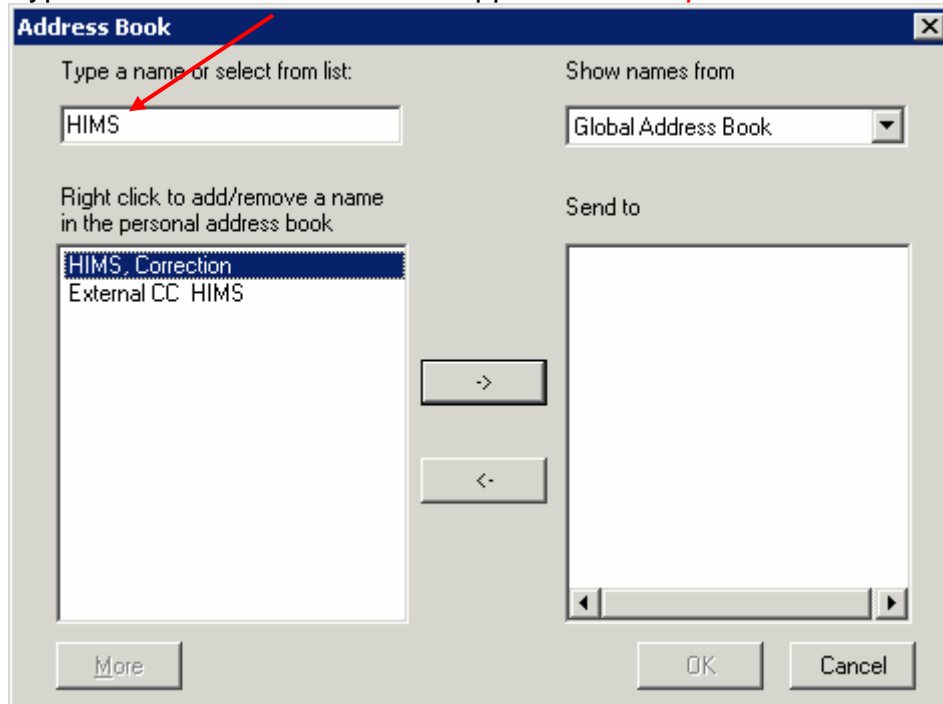
4. Select **Global Address Book**.



An "Address Book" dialog box with a search field and a list of names. A red circle highlights the "Show names from" dropdown menu, which is open and shows "Global Address Book" selected. The list of names includes "Janas MD, Janice D", "Saxena MD, A. Niki", and "Chaet MD, Donna T".

## REFUSE A DOCUMENT (continued)

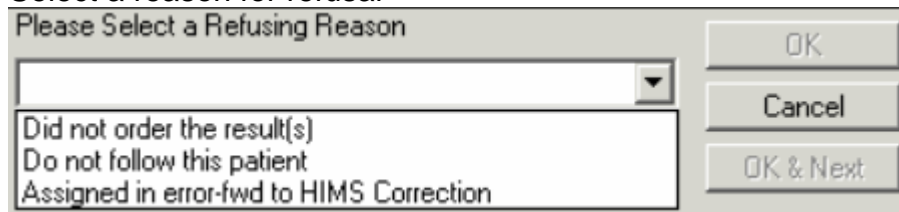
5. Type "HIMS". The HIMS users appear. *Do not press "Enter" after typing HIMS.*



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

### III. REASON

1. Select a reason for refusal



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