



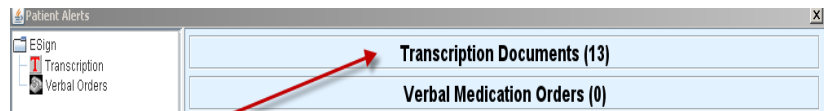
HackensackUMC Mountainside Clinical View E-signature Guide

Log into Clinical View with your user name and password. Select Clinical View from the menu on the left.



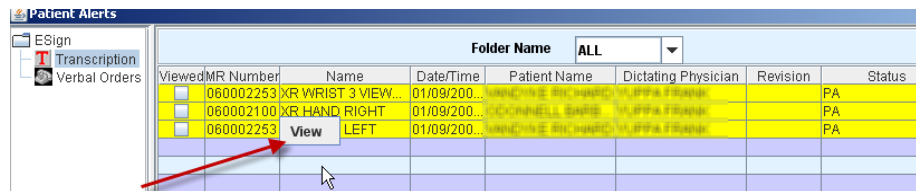
Click on the red flashing triangle.

This will bring you to the E Sign window.



Here you can sign transcriptions, sign telephone/verbal orders, and view what documents you may need to visit medical records to complete.

Right click and select view or double-click on the transcription.



When the document opens in the viewer, click on the key in the toolbar to unlock to document to make changes.



- Moves to the previous or next document without signing the current document.
- Opens the current document for editing.
- Sends the current document back to transcription for revision and removes it from the document list.
- Saves any changes you have made.
- Electronically signs the current document.
- Used for creating an addendum to a signed document. (Not active for unsigned documents)