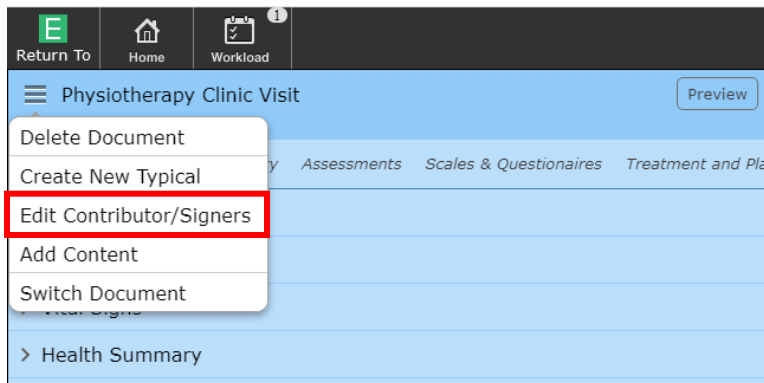


CARE4 MODULE NAME: AMBULATORY

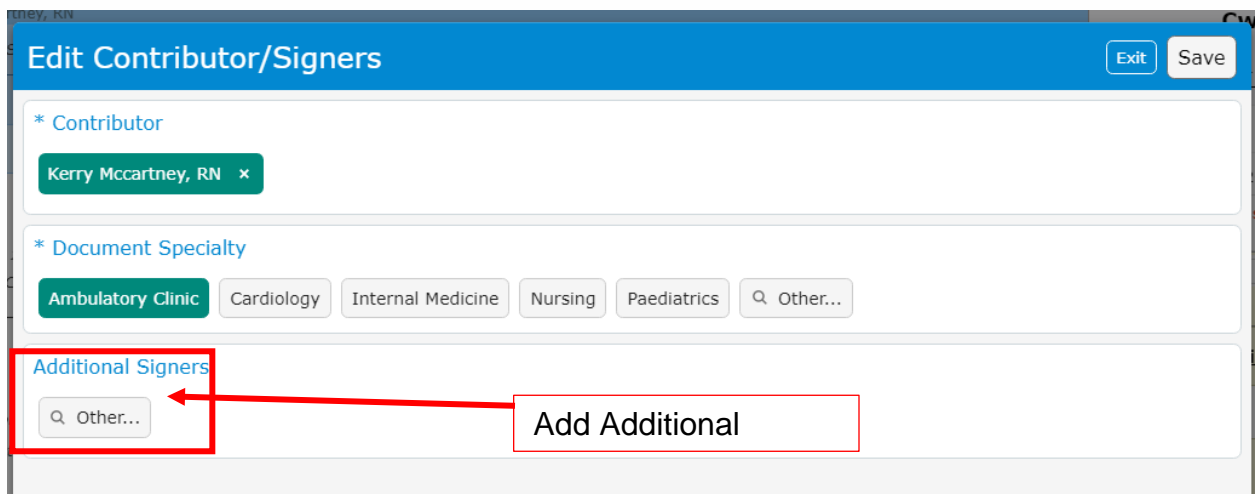
Adding a Signer to a Report

There are two ways to add a contributor to a document or note.

1. You can add a contributor / signer while still documenting by clicking on the three lines in the top left corner in the blue header beside the document name, and select **"Edit Contributor/Signers"**

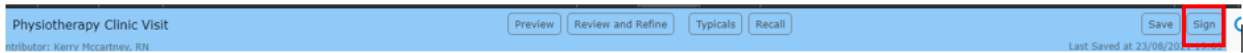


You can add a signer to a document by additional signers' box, and search who it is you would like to contribute and sign the document.

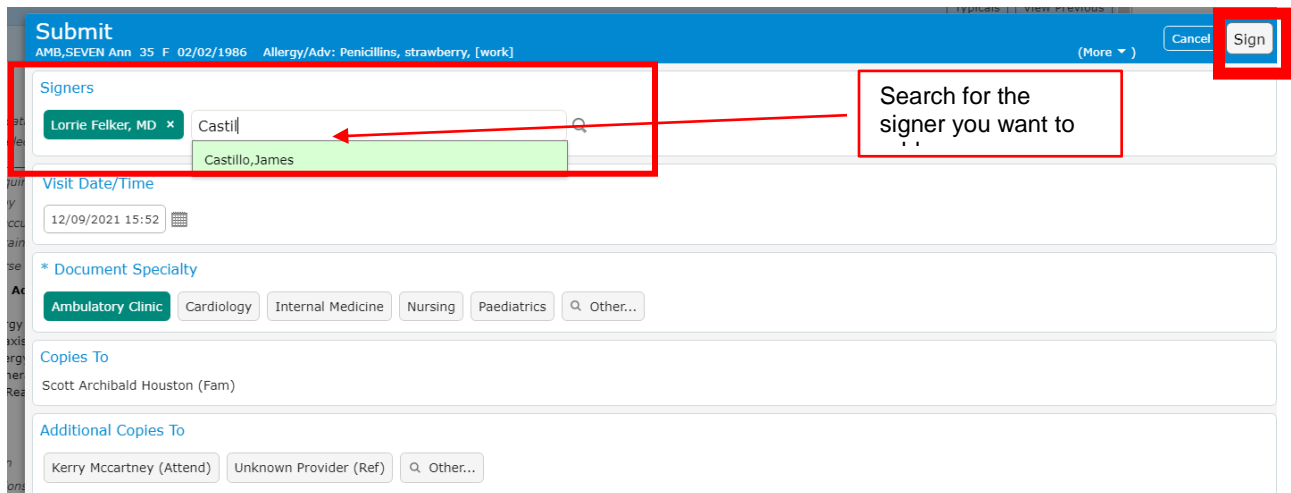


By adding a signer to the document, that signer can now contribute to the document after you sign it. The report will also flow to that signer's sign que to remind them to document/dictate and sign. Click on **Save** and you will be returned to your documentation.

- When you are finished documenting you click on sign to sign your document. When you click on sign you will see an overlay similar to the “Edit



Contributors/Signers” overlay that offers information on the document, such as all the signers on this document. It also shows the date and time of the visit, the document specialty, which can be changed if needed. If someone else is already in the documentation and has saved it, his/her name will already appear on the signs list.



Once you have completed all the information you need to, you can click on “**Sign**” on the top right on the overlay to sign and complete the report. After signing the report, you will now only be allowed to add an addendum. And the report will stay in draft status until it is signed by all users.