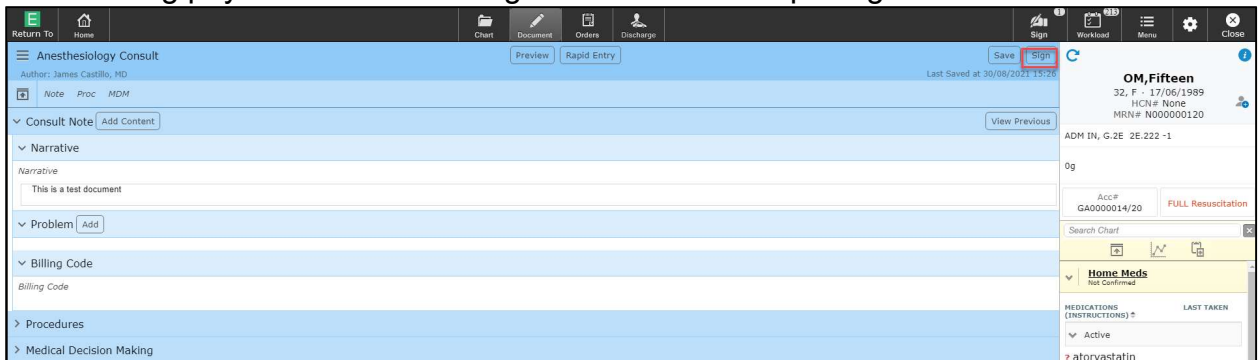


CARE4 MODULE NAME: Sending Your Document to a Physician NOT in Expense

Overview

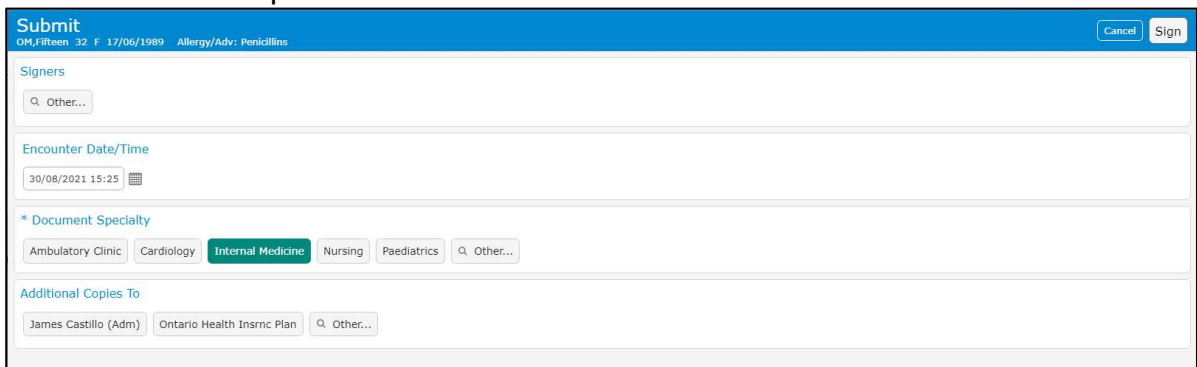
When physicians document via Front End Dictation (through MEDITECH), they have the functionality within the system to ensure that a specific physician gets a copy of the report. If the receiving physician is not listed in the database, then the steps below can be followed by the sending physician to ensure the individual gets a copy of the report.

1. The sending physician clicks the “sign button” after completing their document



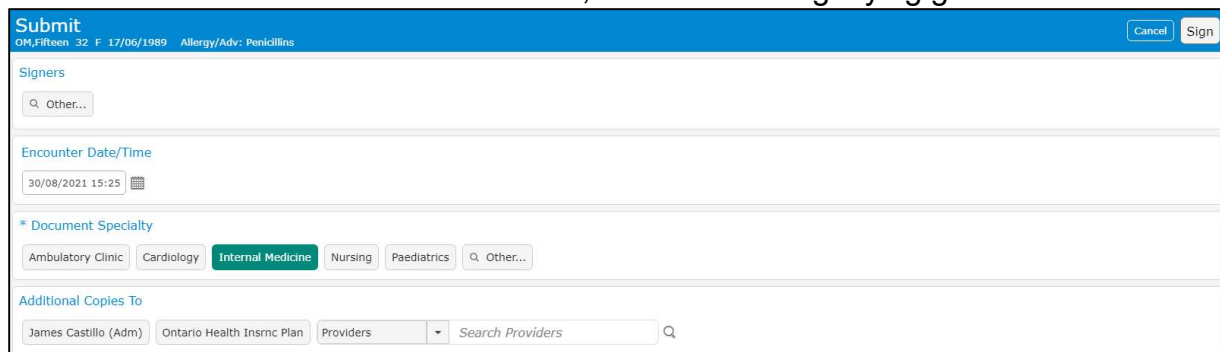
The screenshot shows the 'Anesthesiology Consult' document interface. The 'Sign' button is highlighted with a red box. The document content includes a narrative section with the text 'This is a test document'. The right sidebar shows patient information for 'OM, Fifteen' and a list of home medications including atorvastatin.

2. The sign overlay appears. The physician then clicks the “Other” magnifying glass in the additional copies to section.



The screenshot shows the 'Submit' sign overlay. The 'Other...' magnifying glass in the 'Additional Copies To' section is highlighted. The overlay includes fields for 'Signers', 'Encounter Date/Time' (30/08/2021 15:25), 'Document Specialty' (Internal Medicine selected), and 'Additional Copies To' (James Castillo (Adm), Ontario Health Insrnc Plan).

3. This launches another search box; click on the magnifying glass



The screenshot shows the 'Submit' sign overlay with a search box for providers. The search box is labeled 'Search Providers' and is located in the 'Additional Copies To' section. The 'Other...' magnifying glass is highlighted.

- Search for the receiving physician; if no results show up, click close. If the correct physician shows up, select the physician, and sign the report. Otherwise continue onto step 5. Note: use the Up and Down arrow key on your keyboard to cycle through the entries.

- Enter in the receiving physician's name and their CPSO number (please reference the CPSO website). This free text field will go to a person in Informatics to follow up on the request. If the physician is NOT in the system, the Informatics Department will add their entry into the database and ensure that the physician gets a copy of the report.