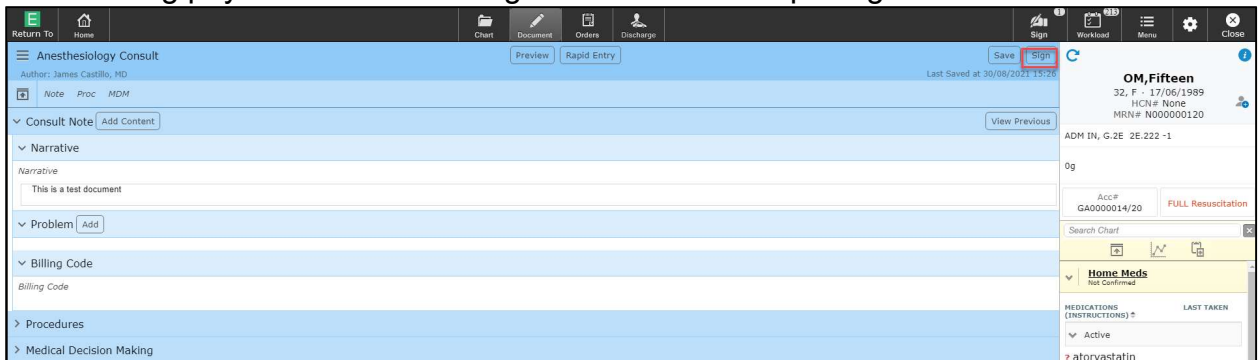# CARE4 MODULE NAME: Sending Your Document to a Physician NOT in Expanse
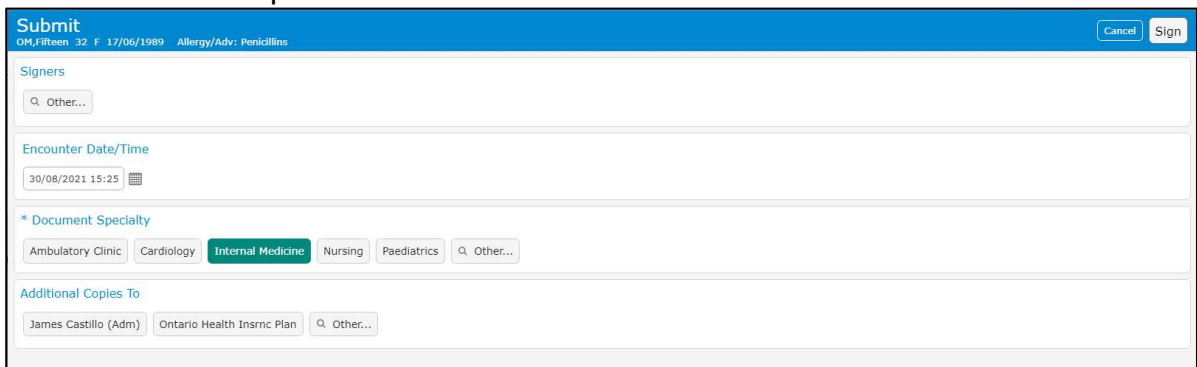
Overview

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
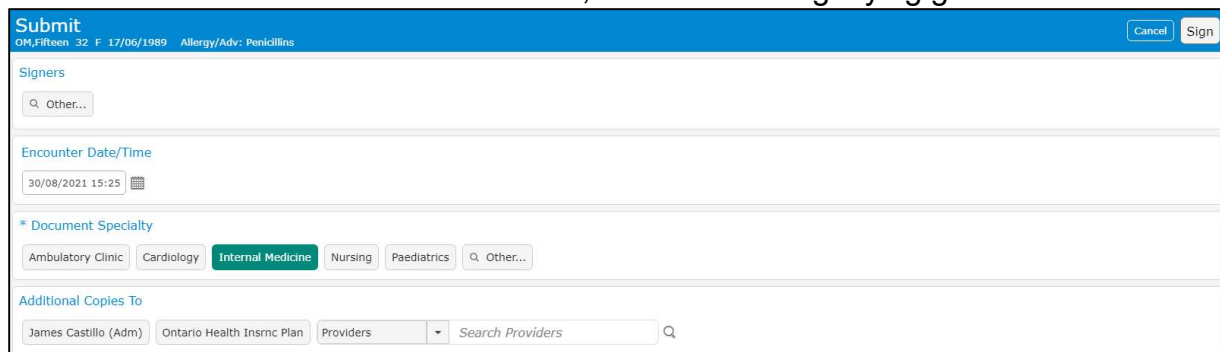

2. The sign overlay appears. The physician then clicks the "Other" magnifying glass in the additional copies to section.

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

4. 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.

5. 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.