

FAQ: eSignature

Q: Will I still be able to view reports in draft in ClinicalConnect?

A: Yes, you will be able to view in both Meditech and ClinicalConnect the reports in DRAFT and FINAL status. The only change is that reports will only be delivered on FINAL through NetDelivery (email/fax) or via Mail with the exception of discharge summaries which will be sent on both DRAFT and FINAL.

Q: Will Residents be signing their own dictated reports?

A: No, any reports dictated by a resident will fall into the queue for their preceptor physician to sign and make any necessary edits.

Q: After 7 days have passed will I still be able to sign and edit my report?

A: After 7 days of receiving a dictated report Health Records will be implementing an administrative action to advance the report status from DRAFT to SIGNED status to help mitigate any delays of report delivery, therefore this report will no longer be in your queue for signing/editing.

Q: Where did the 7 days for advancing the report status come from?

A: This was a decision passed at the Medical Advisory Committee to ensure community physicians receive reports in a timely manner and reducing the number of duplicated reports they receive through only delivering signed reports (with the exception of discharge summaries).

Q: After the report advances to FINAL by health records what if I notice that there are edits to be made?

A: There are two options. Option 1: You can dictate an addendum to a report and it will be attached to the original report and come to you queue for signing. Option 2: Contact health records and they will be able to help you make edits to the report and contacting any recipients of the report as necessary based on the edits required.

Q: Does the report that has been auto advanced indicate on the report that it was auto advanced rather than signed?

A: This is evident in two ways. Firstly when a provider signs the report there is an electronically signed by field that will show with the providers name, if the report was administratively advanced this field is not present. Secondly in the audit trail it will show that Health Records advanced the status rather than a provider signing the report electronically.

Q: How will the community providers know the difference between signed and administratively advanced reports?

A: The disclaimer on the bottom of the report has been modified to reflect this, please see sample disclaimer below:

*“Dictated reports may be distributed prior to review by the author to expedite patient care. The author of this report is responsible for reviewing the accuracy of the dictated note upon receipt. **The author has reviewed content of the report if the notation “Electronically Signed by” appears below the signature block.** Any edits or amendments will result in an updated copy being distributed to recipients.”*

Q: I signed my report but when I go into EMR to view the report status still says DRAFT?

A: There is an approximate two minute lag between signing and the status changing in the EMR.

Q: What if I already use eSignature?

A: The workflow will remain the same for signing however, all unsigned reports older than a week will be administratively advanced to a signed status on March 9th, 2018. Any reports that are older than 6 months when signed will not be distributed to recipients due to the age of the report. It should be noted that the information on these reports has always been available to physicians via the Meditech EMR and Clinical Connect.