eSignature Tipsheet

How to Electronically Sign Reports

As of March 13 the reports that you have dictated will now be available for you to edit and sign from within Meditech. Once signed these reports will be sent to the Care Providers.
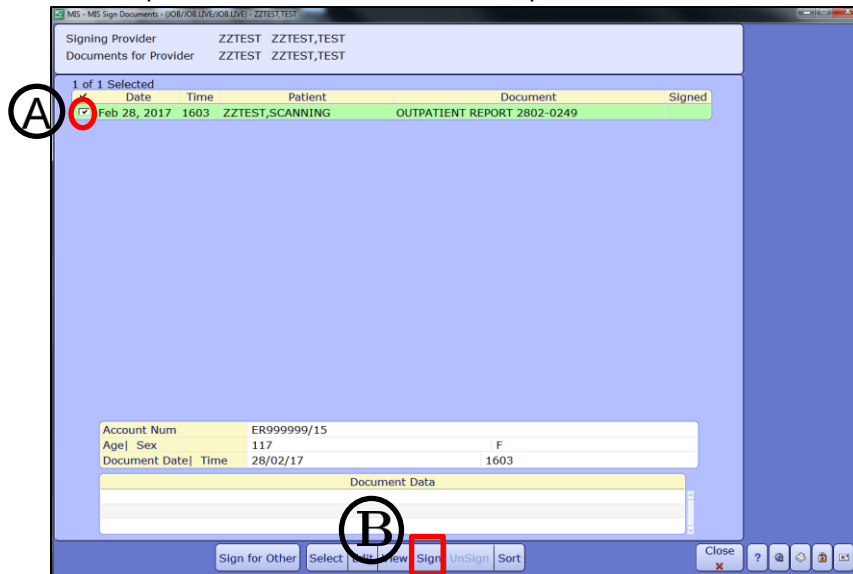
Step 1: Access the Meditech Main Menu

On your Main Meditech Menu Select the option "**Sign Reports**"
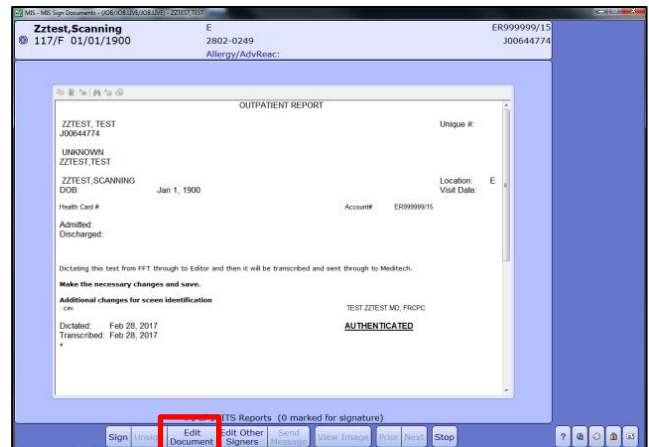
Step 2: Select the Reports

A. Choose your reports by clicking on the reports you want to e-sign. It is best practice to choose no more than 5 reports at a time in case of interruption.

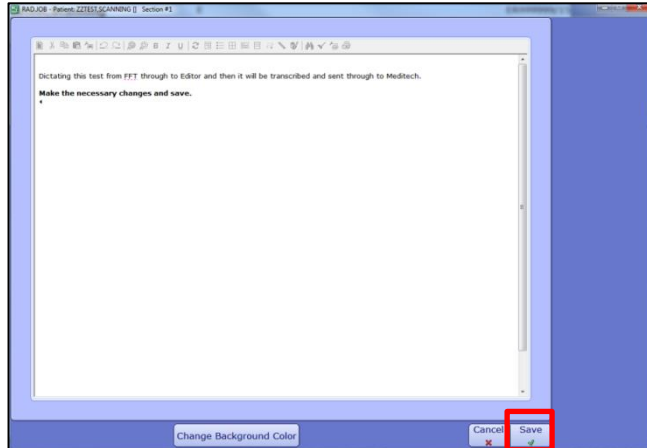B. After you have selected all the reports you want to sign, Click **Sign**.

Step 3: Preview and Sign

A preview of the report will show. If edits are required select "**Edit Document**" on the bottom menu. If edits are not required, skip to Step 5.
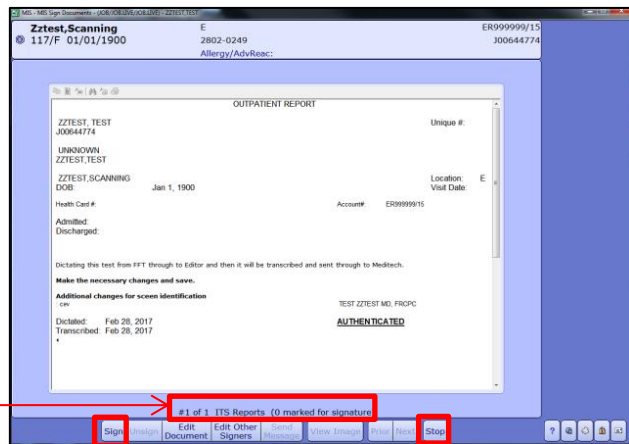
Step 4: Edit and Save

Once you choose to edit the report you selected will appear. Review and make any necessary edits and **Save**.

Step 5: Preview and Sign

A final preview of the report will show with your edits, Select "**Sign**" on the bottom menu. The next report will now show and it will indicate at the bottom menu how many reports are marked for signing.
Note: Selecting "Next**" WILL NOT sign your report, rather it skips to the next report**
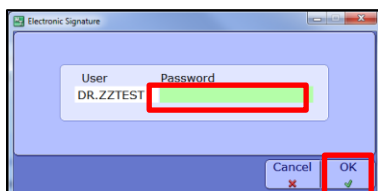
Step 6: Continue Editing Reports

If you selected Multiple Reports in Step one and you are able to continue reviewing reports the next report will display for in a Preview view as in Step 3, Review, Edit and Sign as in Steps 3-5. If you are not able to continue signing select "**Stop**".

Step 7: eSign the Reports

Once you have previewed and signed all the reports or you selected "**Stop**" you will be prompted for your password, **enter your Password** to electronically sign the documents and press F9 or **Ok.**

You have now signed your report as indicated by the "Y" in the signed column.