

# Documentation – Authorising/ Verifying Student Notes - Dynamic Documentation



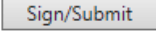

## This Quick Reference Guide will explain how to:

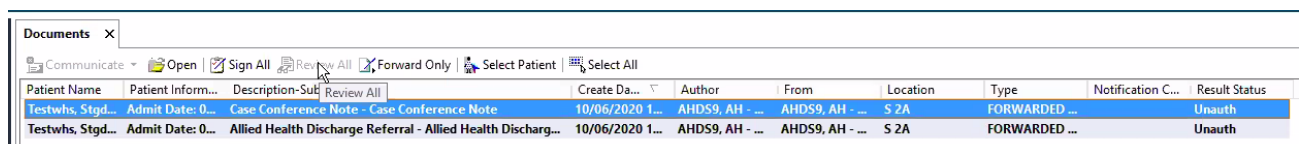
When a student has documented on a Dynamic Document, their Supervisor will access the relevant documentation to review and co-sign as required.

The student can take three actions to document their notes, which is dictated by discipline business rules.


- 1) Document in a word document and once approved by their supervisor they can document and sign the note by clicking **Sign/Submit**. The process below follows
- 2) Document in the Dynamic Document, but instead of signing the document, **save** the document by clicking **Save & Close**. The supervisor can then view the note and approve it prior to the note being signed by the student and the process below follows.
- 3) Document directly in to Dynamic Document and **Sign/Submit** the document and the process below follows.

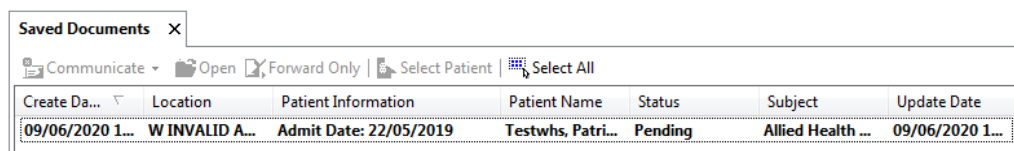
## Modifying via Message Centre

1. Once the student has completed the dynamic document, select 
2. In the sign/submit tile, the student searches for their supervisor in the **Provider Name** function.
3. Once their supervisor is selected they can check the **Favourites** star symbol to add to the contacts list for future reference or the **Default** tick to default to this supervisor each time. Once the supervisor is selected the student would then select 



Patient Name	Patient Inform...	Description-Subj	Review All	Create Da...	Author	From	Location	Type	Notification C...	Result Status
Testwhs, Stgd...	Admit Date: 0...	Case Conference Note - Case Conference Note		10/06/2020 1...	AHDS9, AH - ...	AHDS9, AH - ...	S 2A	FORWARDED ...		Unauth
Testwhs, Stgd...	Admit Date: 0...	Allied Health Discharge Referral - Allied Health Discharg...		10/06/2020 1...	AHDS9, AH - ...	AHDS9, AH - ...	S 2A	FORWARDED ...		Unauth

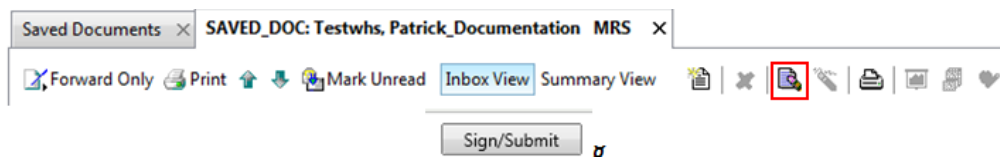
4. Navigate to  **Message Centre**
5. All documents that require authorising will display



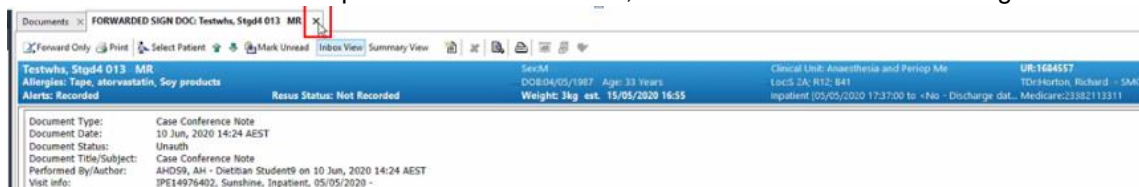
Create Da...	Location	Patient Information	Patient Name	Status	Subject	Update Date
09/06/2020 1...	W INVALID A...	Admit Date: 22/05/2019	Testwhs, Patri...	Pending	Allied Health ...	09/06/2020 1...

6. Double click on the document to open and review information documented

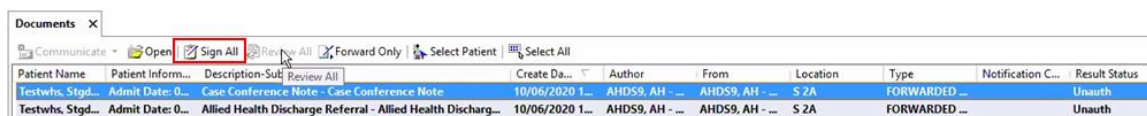
- If you wish to update any information documented, select the modify button and then select Sign/Submit when complete



- If the document does not require further modification, close it with the cross on the right hand side of the tab



- Select the document to be signed and select **Sign All**



## Modifying via Documentation

- Navigate to Documentation in the Table of Contents (TOC) and select the document to be cosigned, it will display as unauthorised
- To sign immediately, select sign.
- To first modify, select modify and then

Sign/Submit

