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Introducing Signature Manager

Any orders that require signature by another are completed using the **Signature Manager** function. If a clinician enters an order requested by him or herself, then that order will *not* trigger the To Sign flag on the Patient List.

Both order signature and order verification are done using Signature Manager.

Note: Signature Manager is also used for any signature requirements for clinical notes and medication administration tasks that require a co-signature.

Understanding Alert Flags

You are notified of orders requiring your signature via Alert Flags on the Patient List.

Name	To Sign	To Verify
Red Flag	Alerts of orders that you must sign.	Alerts of orders that you must verify.
Green Flag	Alerts of orders that someone else must sign.	Alerts of orders that must be verified.

IMPORTANT: Determine if your facility has configured Signature Manager to auto trigger upon logon to Sunrise Acute when a user has pending signature requirements. If so, it is recommended that you train to this function/workflow.

Note: Follow the steps as outlined and partner participants to enter orders so that each participant will have order examples to sign for their training patient.

To Sign Orders

1. Access the **Order Entry Worksheet**.
2. On the **Order Entry Worksheet**, click the **Other** option button.
3. In the **Requested By** window, click the **Other** option button.
4. In the name search field, have each participant type the last name of their **assigned partner student's training ID**.
5. In the search results window, select the correct <**training name of the participant sitting next to you**>.
6. From the **Source** drop-down list, select **Verbal**.
7. Click **OK**.
8. Enter the following orders:

   - **Morphine Injectable 2 mg, ONCE**
   - **Furosemide 20 mg tablet, Daily**

   Note: If the Alert Detail window displays for the Telephone Order Read-Back, acknowledge the alert and continue.
9. **Submit** the orders.
10. Enter your password authentication.
11. Click the **Patient List** tab.
12. Ensure your patient is in view.

    - Notice the **Red** flag in the **To Sign** column.

13. Double-click the flag in the **To Sign** column.
    Hint: To manage order signatures for multiple patients, click the Signature Manager button on the main toolbar.
    The Signature Manager window appears.
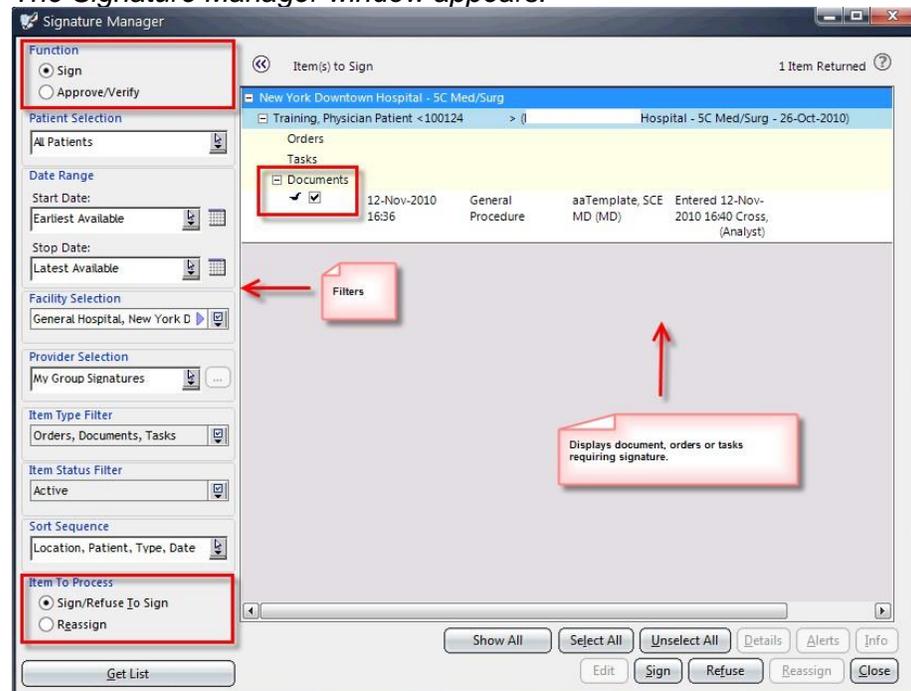
Signature Manager Filters

- **Function**—select the appropriate option to Sign or Approve/Verify (the appropriate selection should default based on the signature rule of the document)
- **Patient Selection**—allows you to filter items to be signed by patient(s) (e.g., All Patients, This Patient – This Chart, This Patient – All Charts, etc.)
- **Date Range**—allows you to filter date range of items to be signed based on date created.
- **Facility Selection**—for multi-facility hospitals, allows you to filter items by facility.
- **Provider Selection**—allows you to filter items to be signed by provider or provider group.
- **Item Type Filter**—allows you to filter items by type (e.g., documents, orders, etc.)
- **Item Status Filter**—allows you to filter items by status.
- **Sort Sequence**—allows you to filter items by a specific sort sequence.
- **Item to Process**—select the appropriate option to Sign, Refuse or Reassign

(**Note**: you must have appropriate rights to be able to Reassign an item for signature).

14. Clear (uncheck) the **Furosemide** order (leaving the **Morphine** selected).
15. Click the **Sign** button.
16. Enter your password authentication.
    - *A red checkmark appears next to the signed order*.

Refusing to Sign Orders

If an order has been misattributed to you for signing, you can refuse to sign the order.

Determine Hospital Workflow
Who will be responsible for managing the Refuse Signature Report for reassigning orders to the appropriate physician for signature as needed?

To Refuse to Sign Orders:

17. Ensure the appropriate items to refuse to sign are selected. Clear any items you do not want to include.
18. Click the **Refuse** button.
    The Refuse Signature window appears.
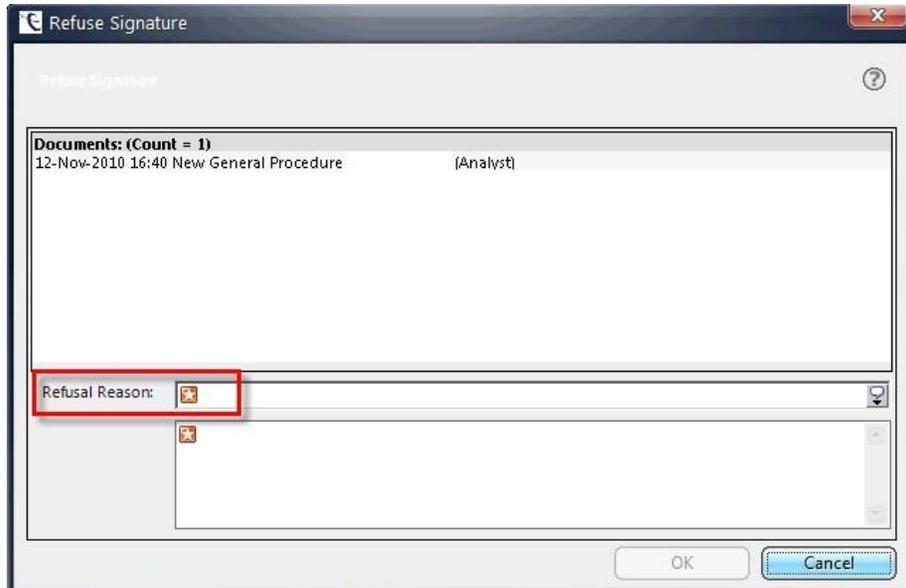
19. From the **Refusal Reason** drop-down, select a reason for refusal or enter a free-text reason.
20. Click **OK**.
    You are returned to the Signature Manager window with a red checkmark next to the selected item(s).

21. Click **Close** to close the **Signature Manager** window.
    The flag is removed from the To Sign column on the Patient List.