Issue: You have notes that are unsigned.

Solution:

1.) On the main screen click the "MORE" button in the My Clinical Notes pane

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Home Page			
My HC Schedules		My Workflow Tasks	¢
		Overdue Tasks 0 Overdu	ue Tasks 0
		Today Tasks 0 Today	Tasks 0
		Future Tasks 0 Future	Tasks 0
		My Patient Tasks	My Tasks
Today's Schedule (0) (0) (0)	dule without documentation More		More
My Messages	All Unread Messages 👻	My Clinical Notes	Add Direct Note
		NPLH, NPLH (NPLH), 5 yrs, Male; EVV (EVV); 09/ NO PLACE LIKE HOME (001); 03/01/2019	26/2023; 12:00 PM; Completed
		NPLH, NPLH (NPLH), 5 yrs, Male; MAR ONLY (MAR NO PLACE LIKE HOME (001); 03/01/2019);09/20/2023; 09:00 AM; Comp
	More	Pending Notes (0) Reopened Notes (0)	

2.) The next screen will list the last 30 days of your notes.

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	Patient Note Name Note Date	Note Time Document Time Note Statu	us Physician Employee	Dis TA I	PL SI PA RG AL
	NPLH, NPLH (N EVV 10/04/2023	01:00 PM 5:13 PM New	ABDULLAH, FARIA NPLH, PAI	RENT SN TA	A
	NPLH, NPLH (N EVV 09/26/2023	12:00 PM 4:13 PM - 4:14 PM Completed	d ABDULLAH, FARIA NPLH, PAI	RENT SN TA	A
	NPLH, NPLH (N MAR ONLY 09/20/2023	09:00 AM 3:48 PM - 4:10 PM Completed	d ABDULLAH, FARIA NPLH, PAR	RENT SN TA	A
4					,
	Legends Drug Alerts	Add Note	Change Note Sign Re-Op	en Inactivate View a	& Print View & Print All Refresh PDF

3.) For any line that shows NEW under the status click it to select, then click the SIGN button

near the bottom of the screen.

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4.) Enter your password in the signature entry box and click continue.

Status		
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Super User		
Signed Date		
02/28/2024	Ē	
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04:41 PM	Ó	
Password		
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5.) You should see a confirmation box saying the note has been signed. Click ok to dismiss.



6.) To return to the main screen: in the upper left click the white house in the blue bar.

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