Upgrade 2015 Changes

On Wednesday, May 27, 2015, changes related to Upgrade will add new features to your PowerChart workflow.

**New: Forwarding for co-signature in Sign/Submit Note window**

Mid-level providers (Residents, PAs, NPs) will be required to select their supervising attending when submitting Dynamic Documentation Consult Notes and other note types that require co-signature. See below for listing of documents requiring co-signature.

After clicking Sign/Submit in the note, you are presented with the Sign/Submit Note window.

![Sign/Submit Note window](image)

Mid-level providers will not be able to sign the document without entering and selecting the co-signing attending physician in the search field labeled “Provider Name”.

1. Search for the provider in the Search field (Provider Name) by typing the last name. You may see a pop-up to choose from a list of multiple results for that name. If there is only one matching result, the name will be added to the recipient list automatically.
2. Verify the Forwarding option is Sign. **Do not select Review/CC.** The CC option is not available in PowerChart at this time.
3. Click Submit at the bottom of the window to forward to attending for co-signature.
Note to Attendings: This screen will appear when you sign your notes. Simply click **Sign** to finish signing the note or you can forward your note to another provider for Review should you elect to do so.
Mid-level documents requiring co-signature

<table>
<thead>
<tr>
<th>Document type</th>
<th>Mid-level requires co-signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>H&amp;P</td>
<td>Resident</td>
</tr>
<tr>
<td>Consult</td>
<td>All mid-level providers</td>
</tr>
<tr>
<td>OP report</td>
<td>All mid-level providers</td>
</tr>
<tr>
<td>Disch Summary</td>
<td>All mid-level providers</td>
</tr>
</tbody>
</table>

For more efficient forwarding options, there are filters for managing Contacts.

**Favorites**

From the Favorites tab, any provider you have denoted as a Favorite is displayed under Contacts. After adding a recipient, designate a favorite by clicking the gray star next to the name. The star turns gold and is now listed in the Favorites filter. Click Favorites to view.

**Recent**

Click the Recent filter to view the last ten providers to whom you have sent a document. You can also designate a recent contact as a favorite by following the steps above.

From either filter, to add the contact as a recipient, double click the name or hover over the name and click the +. The name will be added to the Recipient list.