## How do I ... Sign off my unsigned results in MAP?



## Signing off your results

Results requested against a clinician name, ward or clinic which you have set up in **My Details** will be displayed in **My Unsigned Results**. Alternatively, you can access results through an individual patient's electronic health record.

My Unsigned Results - All

- 1. Click on **Homepage** then **Clinician Homepage** in the blue column on the left.
- 2. Click on <u>View</u> beside the results you wish to see.

## Clinician Homepage

You have 18 unsigned Inpatient laboratory results. View You have 9 unsigned Inpatient radiology reports. View You have 23 unsigned Outpatient laboratory results. View You have 24 unsigned Outpatient radiology reports. View

3. A list of patients with unsigned results will display. Click on the first name in the list.

NHI	Surname	Given Name	Sex / Age	Patient Type	Location	Specialty	Clinician / Clinic Name
HAK9707	Buntertest	ALPHA NUMERIC	M / 48 years	Inpatient	Intensive Care-WRH	Cardio Aortic Stenos	Wickremesekera Kesara
HAK9758	Buntertest	BART PREFERREDNAME	M / 32 years	Inpatient	Intensive Care-WRH	Anaesthesiology	Epstein Erica
HAK2613	Buntertest	BILLY NAMETWO	M / 43	Inpatient		Card - Angiogram	Epstein Erica

 The first of that patient's unsigned results will display. (the red flag indicates that the result is not signed)

Þ	Unsigned Results (2/3)
	😨 8 Feb 2013 NASAL BONES - Plain X-R
•	🕅 8 Feb 2013 Histolom: Test - Borbisi

- 8 Feb 2013 Histology Test Bodysite 8 April 8 Feb 2013 General Microbiology - B
- 5. If you want to view cumulative results before signing click Cumulative 2 To get back to the 'sign off' screen click the Order number in the highlighted column. 1002/MM2 11-Feb 2013 08:02 6. *If* you want to view the patient's clinical record -Click (top right) and then open the Aotea appropriate folder(s). To get back to the unsigned results click (top right). ACTEAMMA2 Final NEGATIVE 7. To sign off the result click Sign off or *if* you want to add a comment click Sign off with comment
- If the patient has more than one unsigned result –the next one will automatically display for you to sign off.
  (note: all of the patient's unsigned results appear in the list, even if they do not all belong to you)
- To view the unsigned results for the next patient in your list click the right hand yellow arrow (in the blue bar at top)
- 10. Repeat 7 9 until you have signed off all your unsigned results.

## **Transferring a result**

If a result is not yours and has been put against an incorrect event – you can transfer the result to the appropriate event by clicking Transfer (top right). Click on the correct event in the list that appears and then click OK to confirm. Then Click Exit