

How do I ... Set up my unsigned results in MAP?



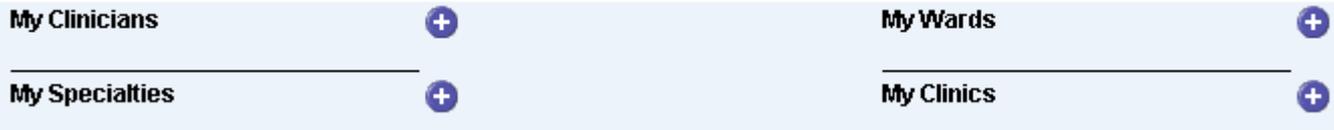
Step 1: Setting up your results to come to you

1. Click on **My details** then **My details** in the blue column on the left.



2. Scroll down to **Results Signoff** (at the bottom of the page)

Results Signoff



3. To view Inpatient results: Click the + beside **My Clinicians**, type in your surname and click **Search**. Click on your name in the list that appears to select yourself.
RMOs: type in your consultant's name rather than your own. Repeat for each consultant you work for.
4. To view Outpatient results: Click the + beside **My Clinics**, type in the clinic name and click **Search**. Click on the correct clinic in the list that appears. Repeat this step for every clinic you are responsible for.
5. *If you need to view unsigned results for a whole Ward, Click the + beside **My Wards** type in the Ward name and click **Search***
6. *If you are an RMO who works for an SMO who covers more than one specialty – enter in the specialty which you cover under 'My specialties' to filter your inpatient results.*
7. *If you make a mistake and need to delete a clinician /clinic, click the ✖ beside it*
8. Click **OK** (bottom right of screen)

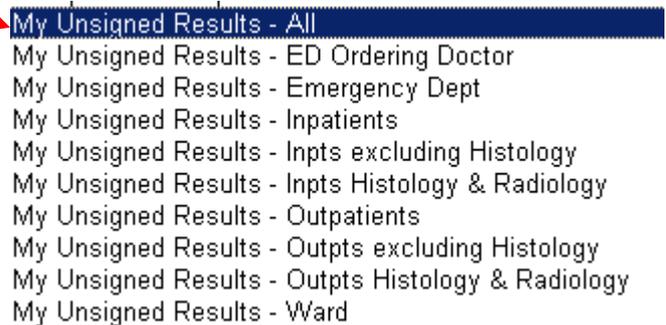
Step 2: Setting up viewing your results

9. Click on **Homepage** then **Clinician Homepage** in the blue column on the left.



10. Scroll down and select **Configure** on the bottom right-hand side of your home page.
11. Click on  Split Horizontally to add a new 'windowlet' to your screen.
12. Click on the drop-down box  and click on **My unsigned results –All**

Note: the 'All' option shows all inpatient and outpatient results. There are various combinations, eg. In your team the house surgeon may look at 'Inpatient excluding Histology', and the consultant would set up two windowlets – one for 'Outpatients' and one for 'Inpts Histology & Radiology'



13. Click **OK** (bottom right).