

Forward Finalized Note to Attending for Review or Signing

To forward a document to your attending for review or signature after it has been signed, navigate to the **Clinical Notes** tab in the open patient record.

1. Open document you want to forward.
2. Right-click on the document and select **Forward**.
3. Enter the Attending's name (last name, first name) and press **Enter** key.

*Note: Click on the **Ellipsis** (...) icon if Multiple Matches message displays.*

4. Select **Review**.
5. Click **OK**.

The screenshot shows the 'ActionPane Dialog' window. On the left, under 'Action', there are three radio buttons: 'Review', 'Refuse', and 'Forward only'. The 'Forward only' option is selected. In the middle section, titled 'Forward (5 names limit)', there is a 'To:' text box containing 'Moody, Charles' and an ellipsis icon to its right. Below this is a 'For:' section with two radio buttons: 'Signature' (selected) and 'None'. At the bottom right of the dialog is a 'Comments (120 characters limit)' text area, and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.