

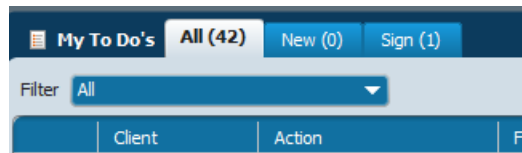


## Care Plan Sign Off

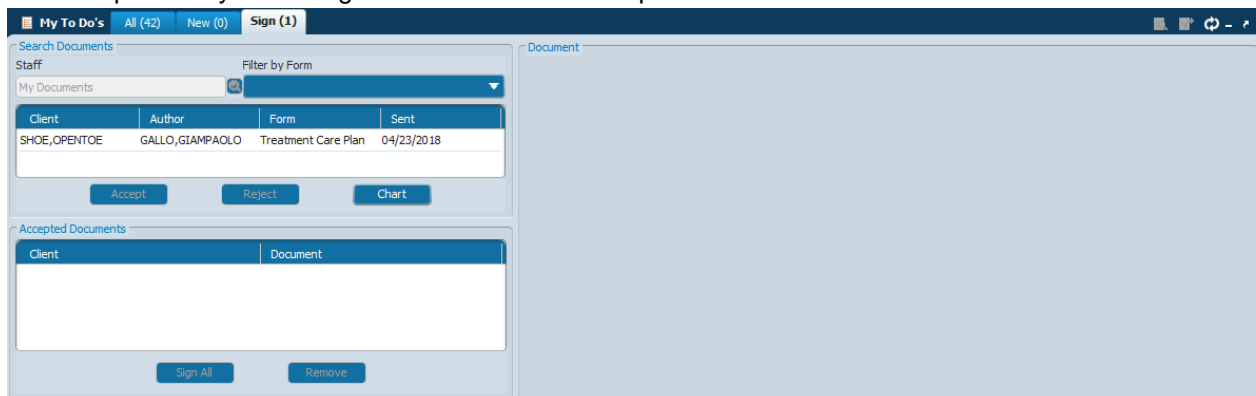
For Supervisors/Physicians to sign off of Care Plans/Notes

## Process

1. On HomeView screen, go to My To Do widget



2. Click on blue Sign Tab
3. You will see documents list there that you have to sign
4. Search up a user you can sign off for in staff search up



5. You can filter by form to select specific documents
6. Single click on the document you want to view. It will be displayed in the right side of the widget
7. If you agree, click accept. It will populate the bottom Accepted Document window
8. Once reviewing and accepting all documents you need to review, click Sign All and enter password



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