Physician E-Signature

SoftMed ®

Integrated Health Information
Management System
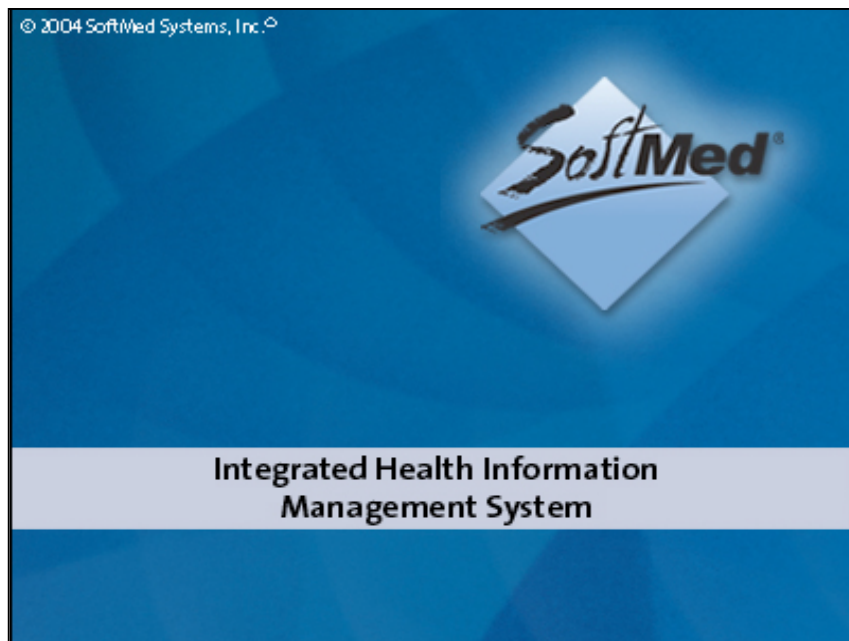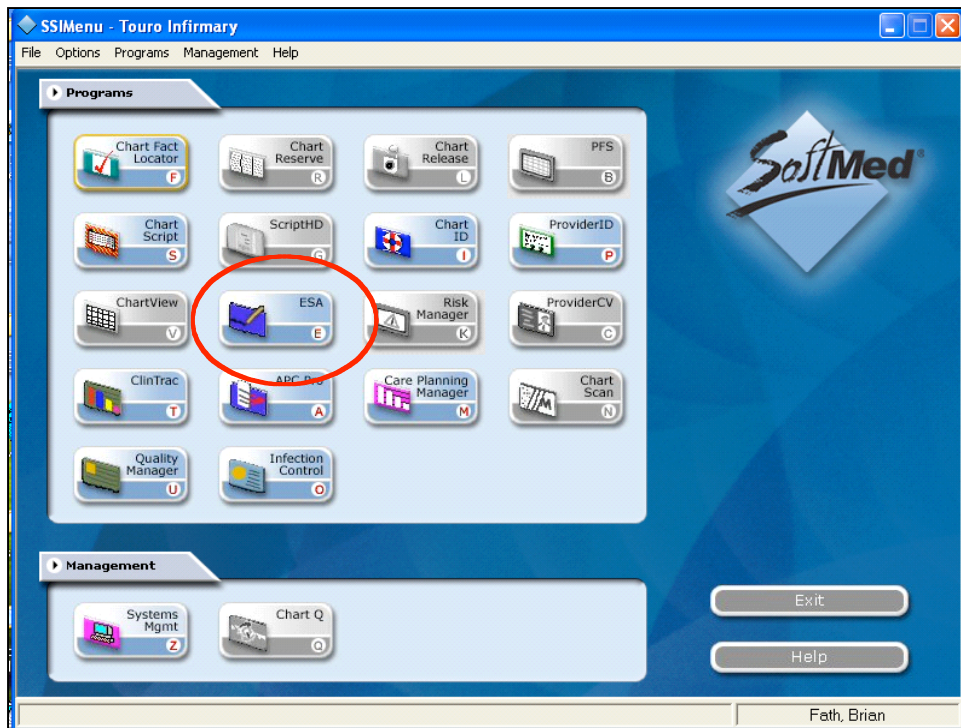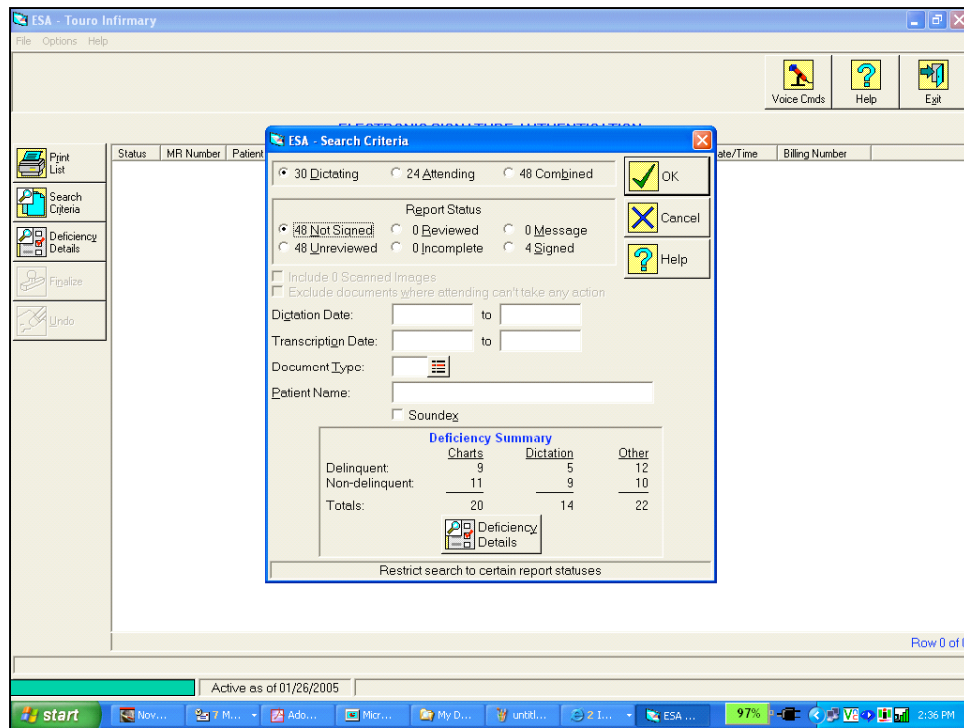
After launching SoftMed, you will be prompted for the User ID and Password provided by the Physician Services Department or Information Services.

Simply enter the information and select *Login*.

The application that allows you to remotely electronically sign your dictated medical documentation is called *ESA*.

Click on the tab to launch *ESA*.

The first window you will see has **two** very important features:

•View the complete list of medical documentation requiring your e-signature (sorted by patient name and document type). In order to view this list, click on the ***Delinquency Details*** tabs.

•Search for specific documentation by date, patient name, or document type.

Facility	Med Rec #	Name	Dischg Date	Admit Date	Alloc Date	A	B	C	D	E	F	G	H	I	J	K	L
D	00437740		04/16/2004	04/10/2004	04/24/2004	D											
D	00306270		09/30/2004	09/22/2004	09/30/2004	S			S								
D	01361480		01/11/2005	01/04/2005	01/11/2005	D	S		S								
	01367681		02/02/2005	01/25/2005	02/02/2005	D			S								
D	01354961		01/14/2005	01/11/2005	01/17/2005	D	S		S								
	01367681		01/14/2005	01/12/2005	02/04/2005	D	S										
D	00438611		01/18/2005	01/11/2005	01/18/2005	S	S		S								
D	00161762		10/13/2004	10/12/2004	10/13/2004	S											
D	00287622		11/12/2004	11/04/2004	11/12/2004		C										
D	00512214		05/24/2004	05/11/2004	05/24/2004	T	D										
D	00457094		12/30/2004	12/30/2004	12/30/2004			D									
	01355834		02/01/2005	01/22/2005	02/01/2005				S								
	01359717		01/31/2005	01/28/2005	01/31/2005	D								S			
	00356509		02/04/2005	02/01/2005	02/04/2005	D											
	01369353		02/17/2005	02/17/2005	02/17/2005				S								
	00259915		02/07/2005	02/02/2005	02/07/2005	D			S								
	00198081		02/11/2005	02/02/2005	02/11/2005	D	D		S								
	01367681		02/15/2005	02/03/2005	02/15/2005				S								
	01345022		02/14/2005	02/08/2005	02/14/2005				S								
	00509359		02/14/2005	02/07/2005	02/14/2005	D	D		S								

Row 1 of 20

A - Discharge Summ
B - HistoryPhysical
C - Operative Report
D - Orders
E - Face Sheet
F - ER Record
G - Progress Notes
H - Consultation Rpt
I - Cancer Staging F
J - Anesthesia
K - Short Stay Form
L - OB Delivery Summ
M - Prenatal Record
N - Cardiac Cath
O - Other

Close   Print

start   Nov...   7 M...   Ado...   Micr...   My D...   untitl...   2 I...   ESA ...   97%   2:37 PM

This is an example of the ***Delinquency Detail*** page.

Columns A, B, C, etc. denote document type. The legend at the bottom of the page lists all standard document types.
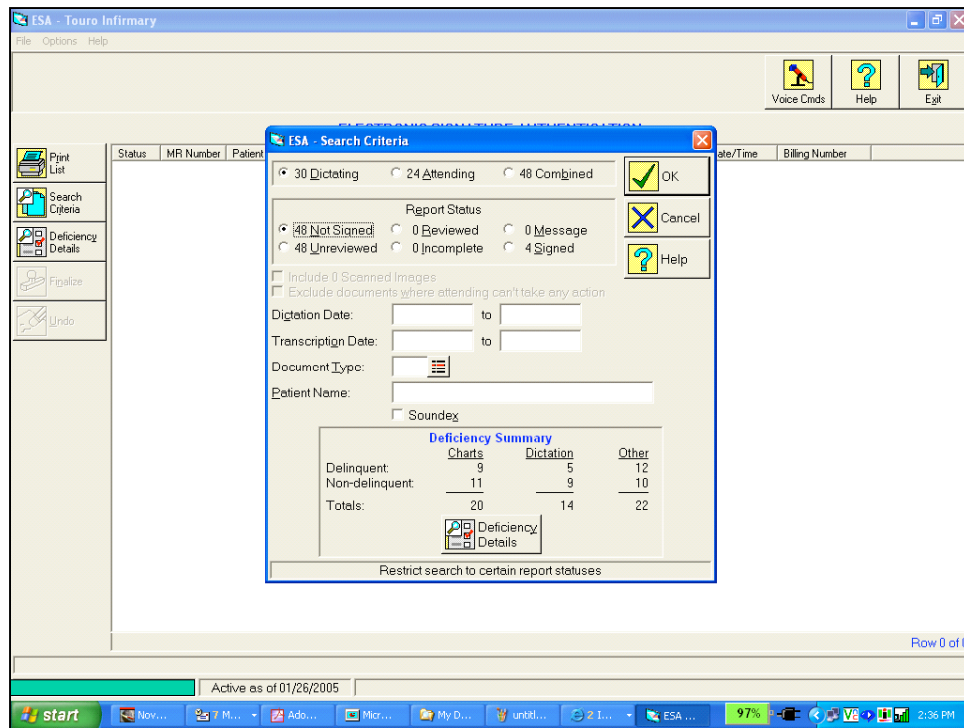
In order to begin signing, select "OK" or enter more specific search criteria.

ESA - Touro Infirmary

File   Options   Help

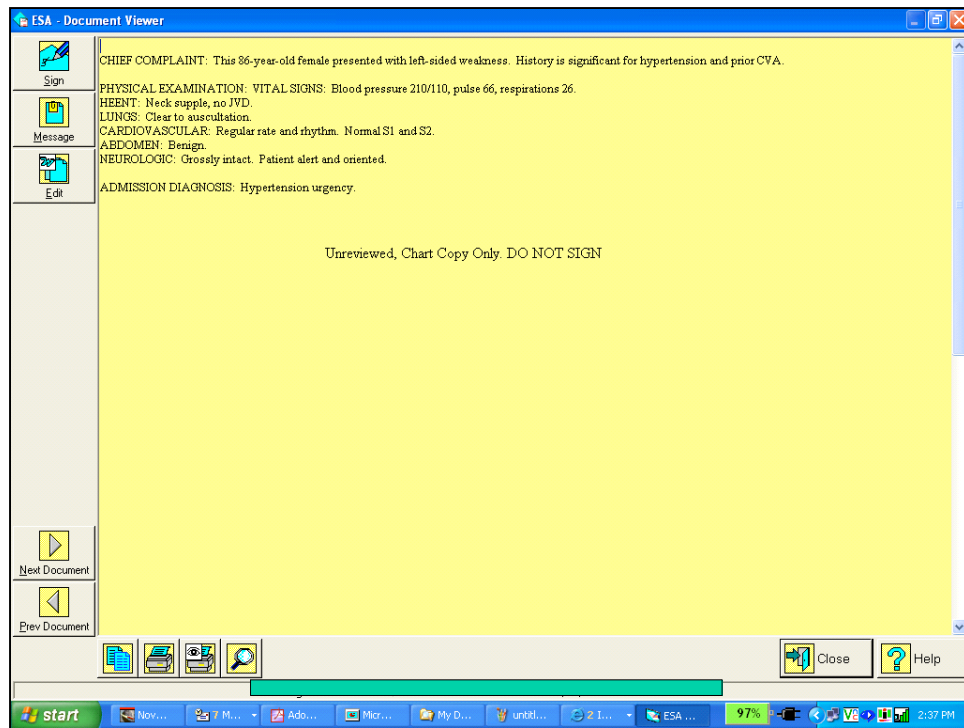Voice Cmds   Help   Exit

ELECTRONIC SIGNATURE AUTHENTICATION

Print List
Search Criteria
Deficiency Details
Finalize
Undo

Status	MR Number	Patient Name	Dict Phys	Attending Phys	Discharge Date	D T	Transcr Date/Time	Billing Number
	00242732				01/19/2005	DS	01/31/2005 19:52	013331356545
	00438611					HP	02/11/2005 09:30	013331364100
	01369135					HP	02/13/2005 14:03	013331364686
	00093998					HP	01/31/2005 19:45	013331326596
	00196347				04/11/2004	HP	02/21/2005 12:22	013331274561
	01341130					HP	02/10/2005 19:29	013331364110
	00090406					HP	02/12/2005 12:33	013331364709
	00132074				12/30/2004	DS	01/31/2005 20:15	013331351020
	01353851					HP	02/04/2005 06:11	013331362134
	01353851					HP	02/04/2005 06:36	013331362134
	00430785				12/15/2004	DS	01/31/2005 19:57	013331347284
	01343673				01/12/2005	DS	01/31/2005 19:38	013331354669
	00537495					HP	02/10/2005 16:20	013331364064
	00084088				01/18/2005	DS	01/31/2005 20:12	013331356705
	01366790				01/12/2005	DS	01/31/2005 20:08	013331354333
	00452705					HP	02/22/2005 14:09	013331367384
	00356509					HP	02/03/2005 23:58	013331361860
	00385031					HP	02/22/2005 12:28	013331367371
	00198081					HP	02/02/2005 15:42	013331361761
	00354998				01/12/2005	DS	01/31/2005 18:22	013331355106
	01369632					HP	02/22/2005 22:08	013331367637
	00224449				01/15/2005	DS	01/31/2005 19:26	013331355970
	00605650					HP	02/16/2005 17:09	013331366078
	01369144					HP	02/13/2005 09:37	013331364725
	01368577					HP	01/31/2005 17:56	013331360694
	01368896					HP	02/08/2005 10:38	013331363342
	01368920					HP	02/08/2005 10:17	013331363401
	00559188					HP	02/22/2005 11:58	013331367315
	00437740					HP	02/10/2005 13:31	013331363888

Row 5 of 30

Status Change is Pending.

Lesser   Active as of 01/26/2005

start   Nov...   7 M...   Ado...   Micr...   My D...   untitl...   2 I...   ESA...   97%   2:40 PM

Double-click a patient's name to view the full report.

CHIEF COMPLAINT: This 86-year-old female presented with left-sided weakness. History is significant for hypertension and prior CVA.

PHYSICAL EXAMINATION: VITAL SIGNS: Blood pressure 210/110, pulse 66, respirations 26.
HEENT: Neck supple, no JVD.
LUNGS: Clear to auscultation.
CARDIOVASCULAR: Regular rate and rhythm. Normal S1 and S2.
ABDOMEN: Benign.
NEUROLOGIC: Grossly intact. Patient alert and oriented.

ADMISSION DIAGNOSIS: Hypertension urgency.
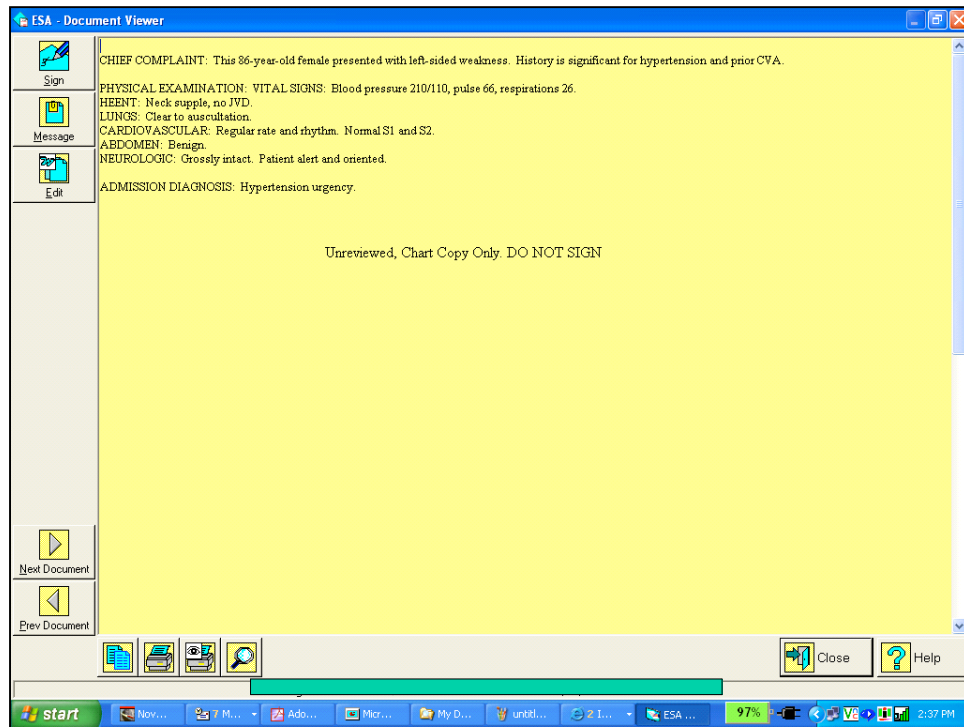
Unreviewed, Chart Copy Only. DO NOT SIGN

Click **Sign** to approve the dictation, or click **Edit** to make any necessary changes.
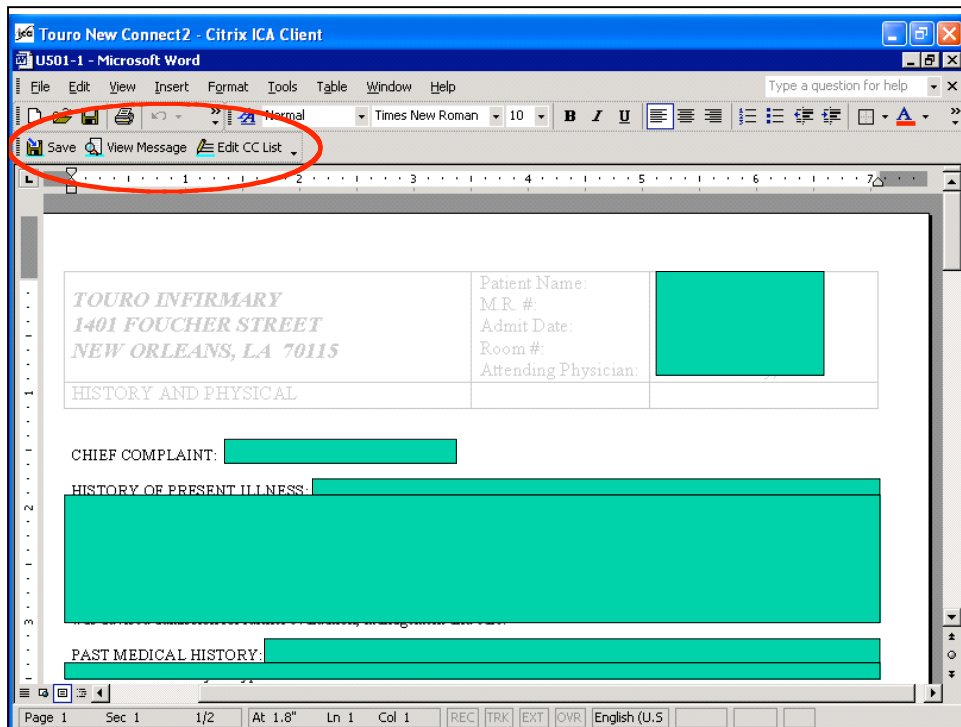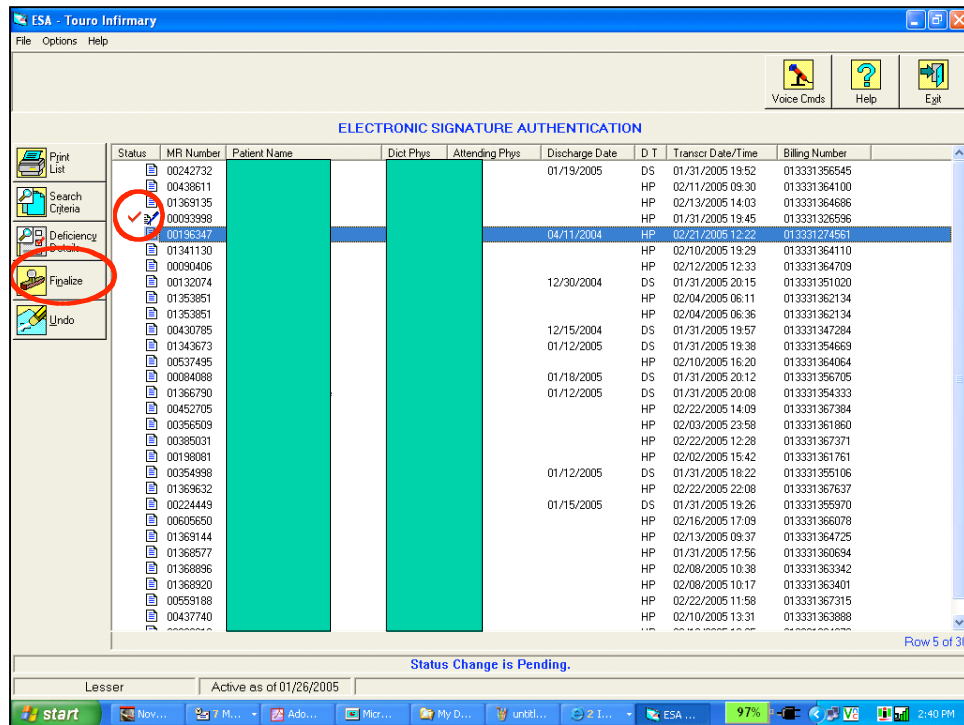
In the *Edit* mode, you can change the dictated text and make any changes to the CC list (see taskbar).

When you are done editing, click *Save*. This will save your changes and take you back to the previous screen.

CHIEF COMPLAINT: This 86-year-old female presented with left-sided weakness. History is significant for hypertension and prior CVA.

PHYSICAL EXAMINATION: VITAL SIGNS: Blood pressure 210/110, pulse 66, respirations 26.
HEENT: Neck supple, no JVD.
LUNGS: Clear to auscultation.
CARDIOVASCULAR: Regular rate and rhythm. Normal S1 and S2.
ABDOMEN: Benign.
NEUROLOGIC: Grossly intact. Patient alert and oriented.

ADMISSION DIAGNOSIS: Hypertension urgency.

Unreviewed, Chart Copy Only. DO NOT SIGN

Click **Sign** to release a pending document.

Documents that you have "signed" will have a red check beside them.

When you are done, click *Finalize*. You may also click *Undo* to remove a pending signature.

A prompt asking for your "Central User Password" will appear. Enter the password associated with your SoftMed account.