

Provider in Basket for Signing-Medications

- 1.) Log into Epic and click **In Basket** (In Toolbar, usually 2nd option)
- 2.) Click **CC'd Charts** to find orders needing to be signed

The screenshot shows the Epic In Basket interface. The 'In Basket' toolbar is visible at the top. On the left sidebar, 'CC'd Charts' is highlighted in red. The main content area displays a table of CC'd Charts with columns for Status, Signed O., Encounter Type, and Visit. The first row is highlighted in red, showing a 'Read' status, 'Pending' signed order, 'Orders Only' encounter type, and a visit on 02/06/2016 for patient Research, Lily (7009382). Below the table, the 'Unsigned Orders' section is also highlighted in red, showing an order for ID-oseltamivir/ ribavirin/ amantadine/ placebo (2014P001873) 75/200/100/0 mg capsule, pending by Study Staff Two Bwh/F Phs Rsch.

3. Double click the Patient chart and it will open
4. Go to Unsigned Orders and click Sign

The screenshot shows the 'Unsigned Orders' section in Epic. It displays a medication order for 'ID-oseltamivir/ ribavirin/ amantadine/ placebo (2014P001873) 75/200/100/0 mg capsule'. The order includes instructions: 'Take 5 capsules by mouth 2 (two) times a day. Normal, Disp-50 capsule, R-0. Please include the Medication Kit number in the order'. A warning message states: 'This medication will not be e-prescribed. Invalid items: Provider Details'. At the bottom, there are buttons for 'Mark All Taking', 'Mark as Reviewed', 'Click here to select a pharmacy', 'Associate', 'Research Association', 'Edit Multiple', 'Phases of Care', 'Providers', 'Order Entry', 'Sign', and 'Pend'. The 'Sign' button is highlighted in green.

Provider In Basket for Co-Signing (For Labs, etc)

Click **Cosign Clinic Orders** to find non-med orders needing to be signed

