This demonstration reviews some recommendations for Attending physician signoff of resident notes. Workflow may vary depending upon departmental policies, & whether the primary care exemption is observed.

This has been prepared with EHR 5.8 & KBM 8.3. Subsequent updates may display cosmetic & functional changes.

Use the keyboard or mouse to pause, review, & resume as necessary.
On the **Finalize** template there is a checkbox to allow residents to submit the note to the supervising physician. They will select the clinic attending at the time, & a task will be generated, notifying the attending of that signoff request.
These tasks arrive in the Attending’s inbox.

Select one, then click the **Chart** button to go to the patients chart (accepting the task in the process if necessary).
The chart will open to the **Finalize** tab.

Click the **Visit Note (master_im in this case)** to review it.
Scroll through the note to review it, then open the Template Module. (Many users will wish to have the Template Module button on the Menu Bar as shown above.)
Double-click on **USA Preceptor835**.

(This is one of the Preferred Templates we recommend for Attendings.)
The Preceptor template opens. This template provides the Attending with the opportunity to document as much or as little supervision as desired, dictated by department policy, or mandated by the patient’s insurance.

At a minimum, you will want to click **Accept assessments and plan as presented.**
Select other checkboxes as desired to document your level of review and/or participation in the encounter. Use the History Bar or links on this template to further review documentation as necessary.
You’ll note several areas where you can add comments.

In this example, we’ll add a comment to the Assessment/Plan section. Click Add.
Type your comments, then click Save & Close.
While minor comments, corrections, & additions are appropriate using these comment boxes, keep in mind that they will become part of the patient record, & that even tasks you generate to the resident, while not part of the visit note, will be discoverable.

If you have major issues with the resident's note, discuss them with the resident offline, & have the resident correct & regenerate the note.

Your comments display here.
When you are done making selections, click E-Signature, then the Generate Document button.
The preceptor_note document, including your comments, will generate. Since it already has your E-signature, it will not go to your PAQ.

You have completed signoff of this encounter, so you may close the chart.
Back in your task list, click the Completed checkbox.
This concludes the NextGen Attending Signoff demonstration.

Ever stop to think, and forget to start again?

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