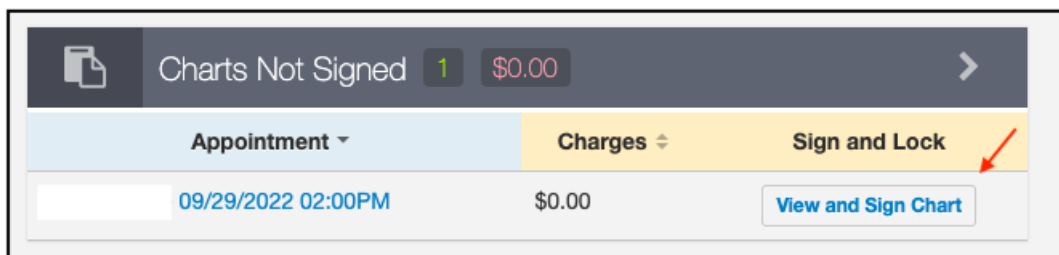


Using RCM Tasks to View and Sign Charts

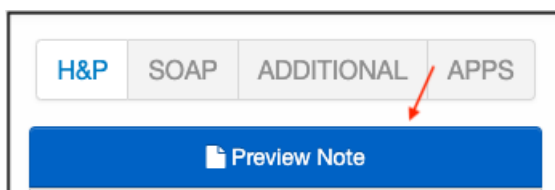
Last modified on 02/21/2025 12:26 pm EST

With the RCM Tasks tool, you can conveniently view which charts need to be signed (as a rendering or supervising provider) and quickly sign to finalize them. Once your charts are signed, they can be submitted to the patient's insurance carrier for processing.

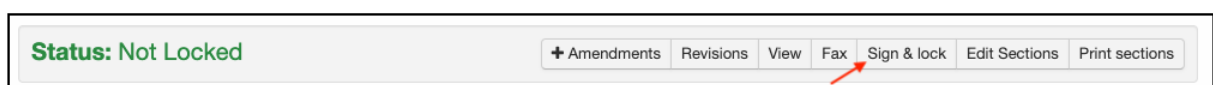
1. To sign charts with the RCM Tasks page, to the right of each chart, select the **View and Sign Chart** button.



2. You will be brought to the chart page, which will have been filled out with any data you filled in during the patient's visit. Press the blue **Preview Note** on the left to view the information contained in the note.



3. You can add/change any information at this point. When you are satisfied with the contents of the note, press **Sign & Lock**.



The claim is now ready to be reviewed and sent to the patient's insurance for processing.
