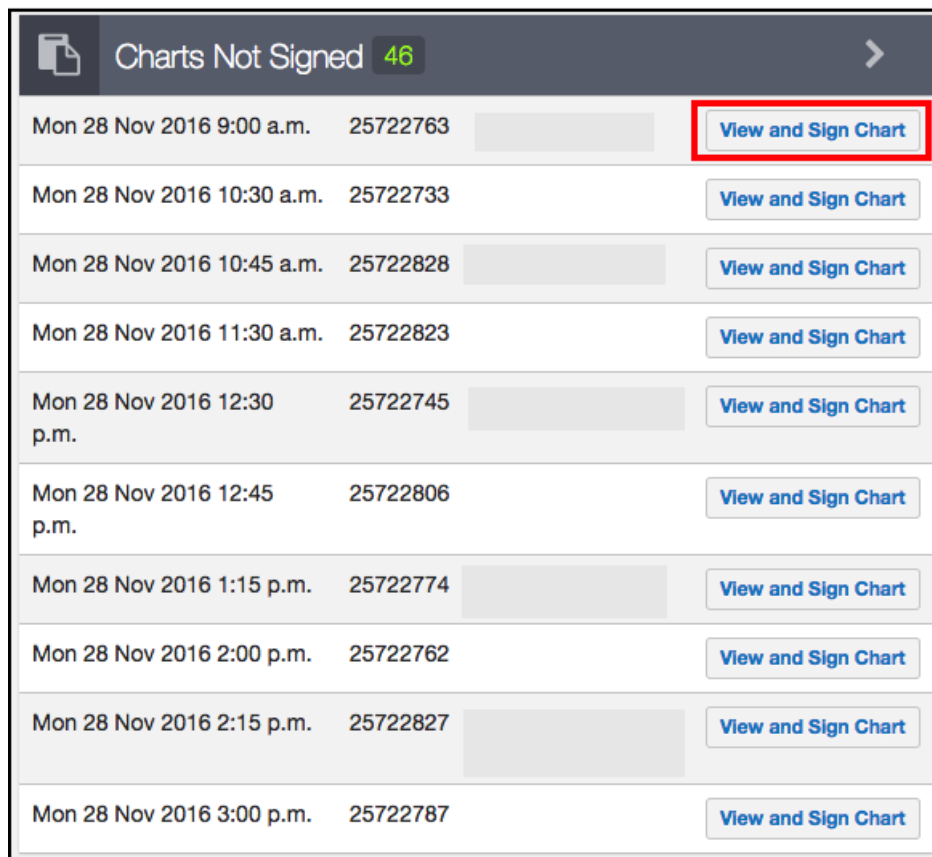


Using RCM Tasks to View and Sign Charts

09/11/2024 2:40 pm EDT

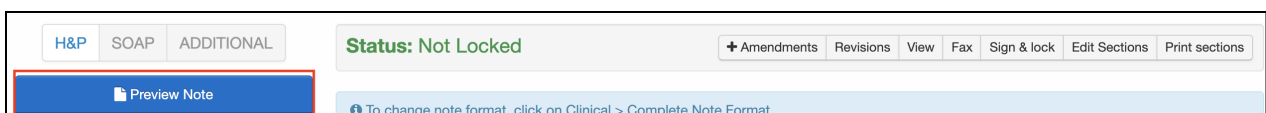
With the RCM Tasks tool, you can conveniently view which charts need to be signed (as a rendering or supervising provider) and quickly sign to finalize them. Once your charts are signed, they can be submitted to the patient's insurance carrier for processing.

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



Charts Not Signed 46		
Mon 28 Nov 2016 9:00 a.m.	25722763	View and Sign Chart
Mon 28 Nov 2016 10:30 a.m.	25722733	View and Sign Chart
Mon 28 Nov 2016 10:45 a.m.	25722828	View and Sign Chart
Mon 28 Nov 2016 11:30 a.m.	25722823	View and Sign Chart
Mon 28 Nov 2016 12:30 p.m.	25722745	View and Sign Chart
Mon 28 Nov 2016 12:45 p.m.	25722806	View and Sign Chart
Mon 28 Nov 2016 1:15 p.m.	25722774	View and Sign Chart
Mon 28 Nov 2016 2:00 p.m.	25722762	View and Sign Chart
Mon 28 Nov 2016 2:15 p.m.	25722827	View and Sign Chart
Mon 28 Nov 2016 3:00 p.m.	25722787	View and Sign Chart

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. Click the blue **Preview Note** on the left to view the information contained in the note.

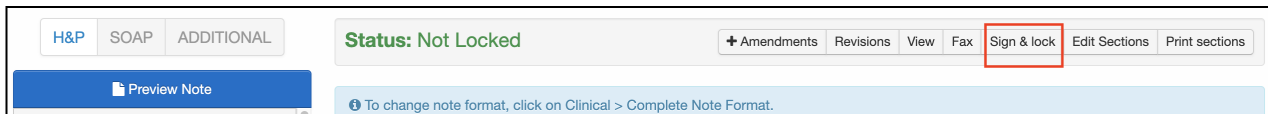


H&P SOAP ADDITIONAL **Status: Not Locked** + Amendments Revisions View Fax Sign & lock Edit Sections Print sections

[Preview Note](#)

To change note format, click on Clinical > Complete Note Format.

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



The screenshot shows a software interface with a top navigation bar. On the left, there are three tabs: 'H&P', 'SOAP', and 'ADDITIONAL'. In the center, the status is 'Status: Not Locked'. On the right, there is a menu with options: '+ Amendments', 'Revisions', 'View', 'Fax', 'Sign & lock', 'Edit Sections', and 'Print sections'. The 'Sign & lock' button is highlighted with a red rectangular box. Below the navigation bar, there is a blue button labeled 'Preview Note' and a light blue informational banner that reads: 'To change note format, click on Clinical > Complete Note Format.'

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