

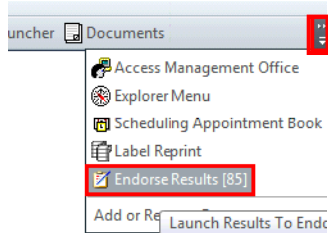
Results – Forwarding

Quick reference guide

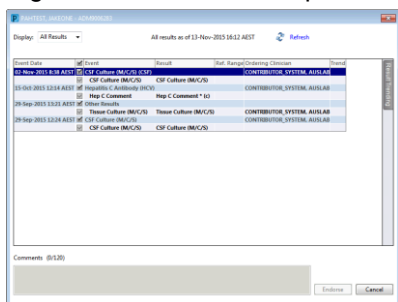
Results may sometimes need to be forwarded to another clinician. This can be done through the patient's EMR or through the requesting clinician's *Message Centre*.

From Patient's EMR

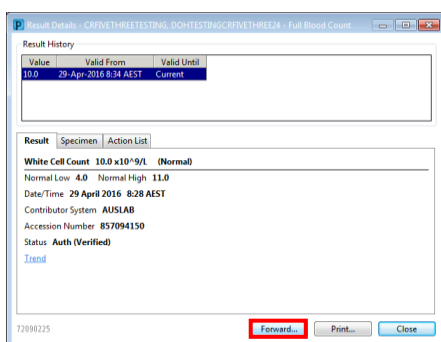
1. Open the Patient's EMR.
2. Click on the **Endorse Results [85]** button on the toolbar, clicking on the down arrow if the button is not visible



A window will open displaying all results requiring endorsement for that patient.

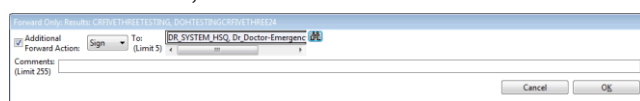


3. Double click into each result to view. The *Result Details* window will open.
4. Click the *Forward...* button.



The *Forward Only: Results* window will open.

5. Select *Sign/Review* from the dropdown menu.
6. Search for the clinician you wish to forward to, *Last Name, First Name*.



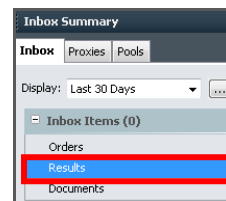
7. Add a relevant comment if appropriate.
8. Click *OK*.

From Message Centre

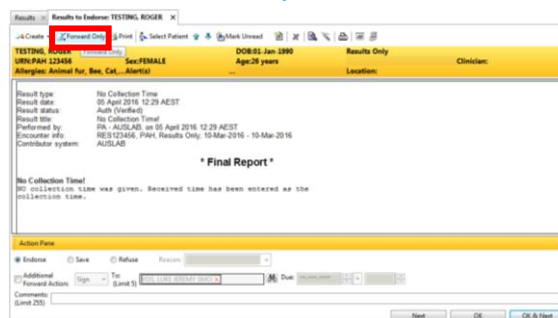
Results in the *Message Centre* can be *Forwarded Only*, as well as *Endorsed & Forwarded*.

To *Forward Only*:

1. Select *Results* from the *Inbox* tab in *Message Centre*.

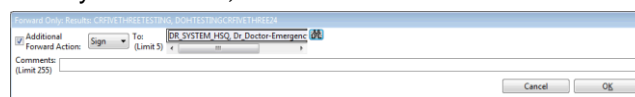


2. Double click on the result to be endorsed and forwarded.
3. Review the result.
4. Click the *Forward Only* button



The *Forward Only: Results* window will open.

5. Select *Sign/Review* from the dropdown menu.
6. Search for the clinician you wish to forward to, *by Last Name, First Name*.

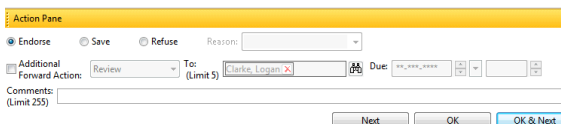


7. Add a relevant comment if appropriate.
8. Click *OK*.

To *Endorse & Forward*:

Repeat Steps 1-3 above.

4. Scroll down to the *Action Pane* if necessary.



5. Note that the *Endorse* option is already selected.
6. Tick *Additional Forward Action*.
7. Select *Sign/Review* from the dropdown menu.
8. Search for the clinician you wish to forward to, *by Last Name, First Name*.
9. Add a relevant comment if appropriate.
10. Click *OK* or *OK & Next*.