



# Clinicalvision 5.3 R6 Signature on File Default

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## 1 Introduction

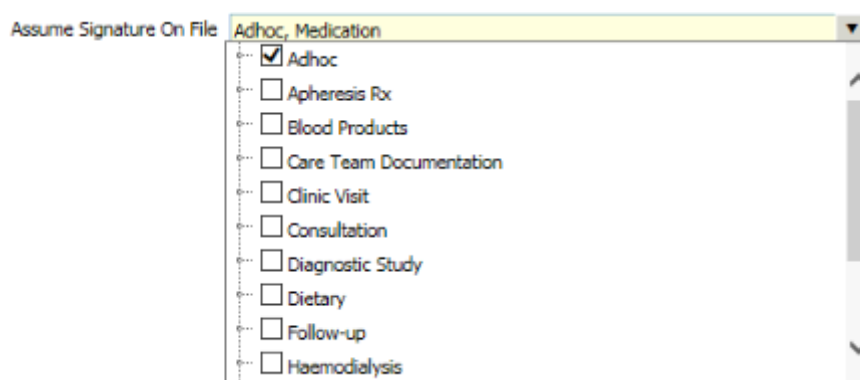
The 'Signature on File' status on an order indicates a requirement for the order to be verified by a third party, that is, a person other than the staff member named in the 'Ordered By' field or the staff member whose PIN was entered when the order was saved.

A new 'Assume Signature on File' option has been added to the System Defaults so that a default of True or False can be set for all Service Masters of a particular type. In addition, an 'Assume Signature on File' field has been added to the Service Master so that all orders for a particular service can have its own default setting, which may be different from the system default.

The 'Signature on File' option on an individual order is unchanged from previous releases.

## 2 Assume Signature on File – System Defaults

An 'Assume Signature on File' field has been added to the **System Defaults**, accessed from the **System Set-Up – System Defaults** navigation. You can designate the default setting for the 'Signature on File' field for the service types in the list that is displayed on expanding this field.



Where a checkbox is checked, the 'Signature on File' field on a new order for the corresponding service will default to 'True'; where it is unchecked, it will default to 'False'. By default, all checkboxes will be unchecked (false). This default can be over-riden for individual services in the service group by selecting the 'Assume Signature on File' setting in its service master.

### 3 Assume Signature on File – Service Master

An 'Assume Signature on File' field has been added to each service type under the **Service/Charge Master – Service Order Master or Renal Service Order Master** navigations. The field can have one of three values; 'Default', 'Yes' and 'No'.

The screenshot shows the 'Adhoc Service Master' form. The 'Assume Signature On File' dropdown menu is highlighted with a red box and is open, showing three options: 'Default', 'Yes', and 'No'. The 'Default' option is currently selected. Other fields in the form include 'Order Code' (1113), 'Short Name' (Dressing Change Catheter), 'Service Name' (Dressing Change Catheter), 'Effective Dates' (07/08/2004), 'Priority' (Routine), 'Order Type' (Protocol), 'Orderable' (checked), 'Billable' (unchecked), 'Requires Renewal' (unchecked), 'Renewal Days' (empty), 'Indication Required' (unchecked), 'Allow Staff Signature' (checked), 'Duration (mins)' (empty), 'Color' (Use Default checked), 'Procedure' (empty), 'Fulfillment Dept.' (empty), 'Notifications' (empty), 'Description' (empty), 'Instructions' (empty), 'Contra Indications' (empty), 'Justification (Labs)' (empty), 'Episode Required' (unchecked), 'Valid Episode Types' (empty), 'Schedule' (empty), and 'Generate Appointments for this Schedule' (checked). The form also has 'Ok' and 'Cancel' buttons at the bottom right.

If the selected value is 'Yes', then the Signature on File field on orders derived from the service master will be true by default. If the selected value is 'No', the Signature on File field will be false by default. If the selected value is 'Default' (or blank) the Signature on File field will default to either True or False in accordance with the System Defaults setting. The default setting for new service masters is 'Default'.

This default can be over-ridden for individual orders by checking the 'Signature on File' checkbox in 'Ordered By' settings.

### 4 Signature on File – Orders

The Signature on File checkbox in the 'Ordered By' settings for an individual order will assume the default value indicated by the Service master and System Default settings. It will, however, be possible for the setting to be changed on an order-by-order basis by the staff member raising the order as in previous releases.

In the following example, a default setting for 'Assume Signature on File' of true, from the Service Master or System Defaults configuration can be changed to false for this one order by unchecking the 'Signature on File' checkbox in the 'Ordered By' settings.

## 5 Signature Status (code set)

You can check the Signature Status of an order by clicking on the 'Display Signature Status' button. This can take any one of the following default values:

- **Signed** – where an order has been raised by the same staff member as named in the Ordered By field, or where a verbal order has been signed off by the staff member named in the 'Ordered By' field, or where a Signature on File order has been verified.
- **Verbal order** – where an order has been raised on behalf of a different member of staff but has not yet been signed off.

**Signed, awaiting verification** – where an order has been raised on behalf of a different member of staff and has been designated as 'Signature on File'

- **Refused signature** – where the staff member in the 'Ordered By' field has refused to sign off the order
- **Not applicable** – where the 'Ordered By' staff is unnamed. This may be because they are external to the organization or because the order has been flagged as 'standing' or 'per protocol', in which case no name is required.

The code set in which these values are held is now editable and, with sufficient permissions, you will be able to change the displayed text using the **Code Set Manager** to better suit your site requirements.