

CareEvolve

Provider Signatures, Signing Orders and Creating Practice Favorites in CareEvolve

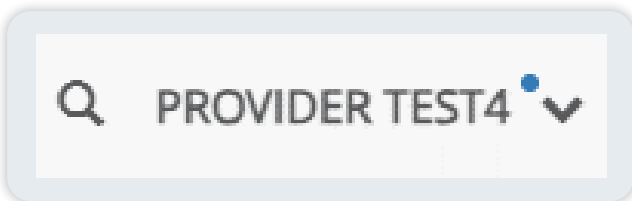
All orders are sent to the provider's signature queue upon completion. Providers will log into their queue and "sign" approved orders by placing their electronic signature.

Only the authorized medical provider can complete the below setup and, when applicable, make the required certifications and authorizations.

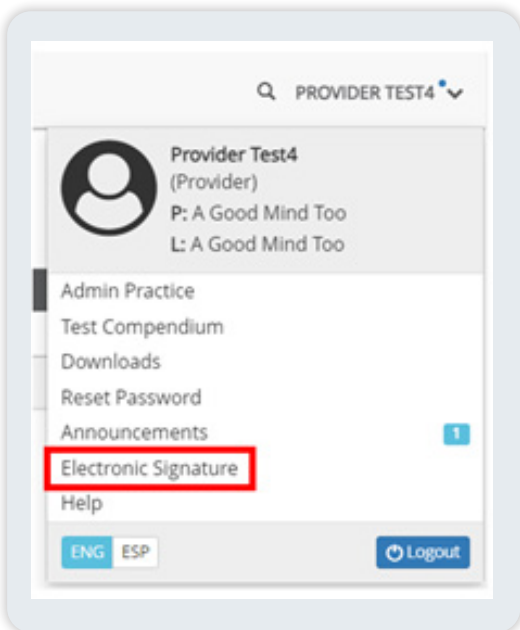
***Please Note:** No SC, RSM, TM, FSC, CSC, or other Aegis personnel can be a delegate, create a provider signature, or be setup as a provider/office staff.

Creating a Provider Signature

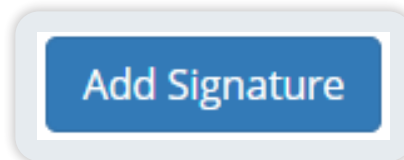
- Select Provider Name (Upper right-hand corner)



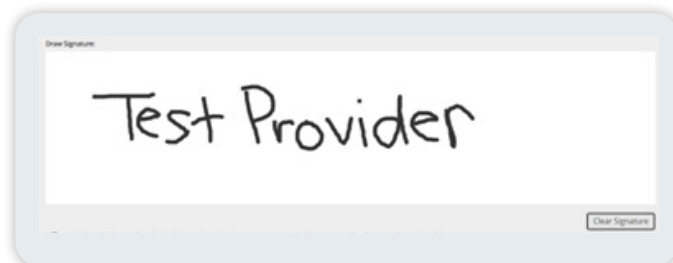
- "Electronic Signature"



- "Add Signature" (Upper right-hand corner)



- Draw Signature in empty space.



- Check mark:
 - "Status: Make this my Active Signature."

Delegations

If the provider wishes to delegate other non-Aegis staff members on their behalf, check mark:

- “By checking this box, I acknowledge that my electronic signature may be applied to my orders by other providers and/or delegates.”
- Select any providers and/or office staff members names as needed.
- “Save.”

	Name	User Type	Account Status
<input checked="" type="checkbox"/>	ProviderS, Test	Provider	Enabled
<input checked="" type="checkbox"/>	Staff 1, Office	Office	Enabled
<input checked="" type="checkbox"/>	Test, Provider	Provider	Enabled

Signing Orders

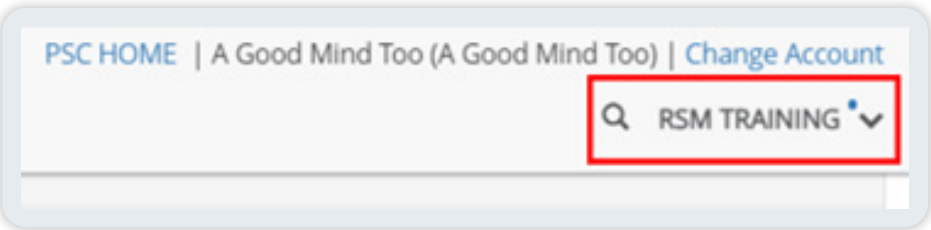
- “Orders”
 - “Provider Signature Queue”
- Search by:
 - “Location, Provider, date range”
 - “Search”
 - Select any/all orders needed to be signed.
 - “Sign Selected Order(s)”

- Check mark:
 - “By signing this order, you are verifying the order details are correct.”
 - “Sign order(s)” or if you need to print a copy of the orders, select, “Sign order(s)/Print.”

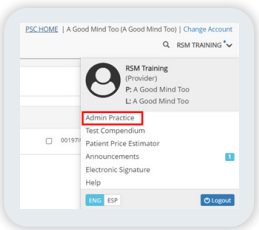
Creating Practice Favorites

*Only a provider and/or a delegate can create a ‘Practice Favorite’. Once the practice favorite is created, all users (to include Aegis employees) will be able to access them. Below are steps an Aegis employee can use to train a provider and/or delegate on how to create these for the practice.

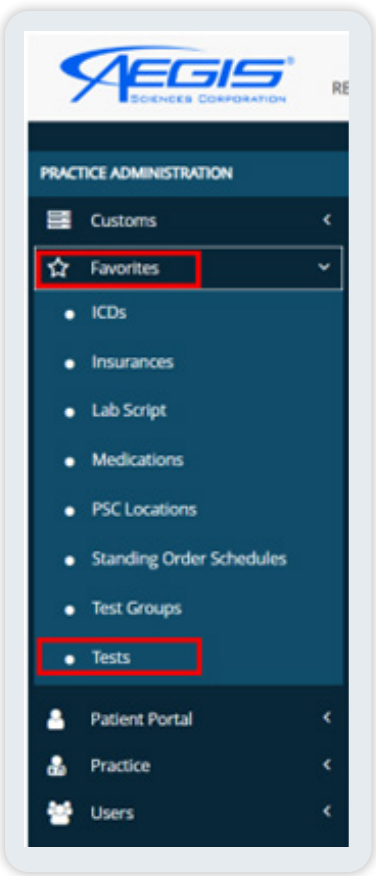
- Select the Provider’s Name.



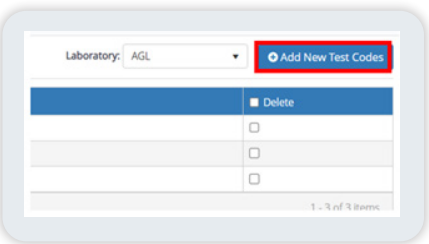
- “Admin Practice”



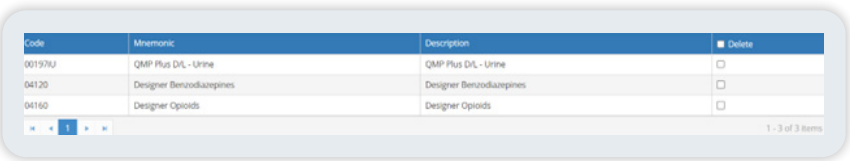
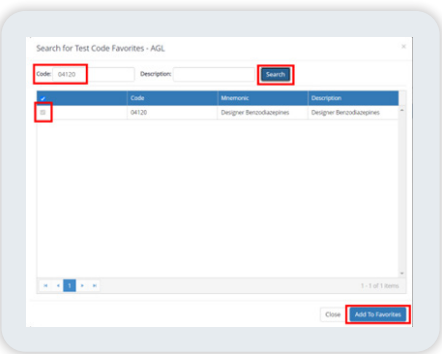
- Select Favorites and then Tests.



- “Add New Test Codes”



- Add any Test Code(s) the clinic wishes to see on new patient orders and then select, “Add to Favorites”.



- Practice Favorites will show under the “Test ribbon” > “Test” section of the patient’s order.

