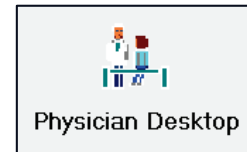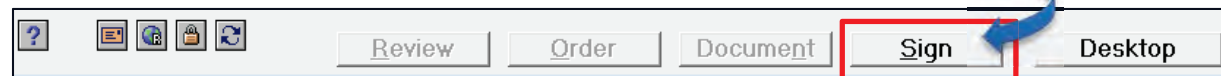# Signing Orders / Reports in Meditech

Review and sign pending items regularly to avoid the need to sign in HPF.

- Open **Physician / Provider Desktop**

- If you have Orders or Reports (Documentation) to sign, the **SIGN** button will be illuminated at the bottom right of the screen. Click Sign to access the list of Orders/Reports to be processed.

- Default display is **All** (Orders & Reports). Click **Orders** or **Reports** to review them separately.

- Click an item to review.
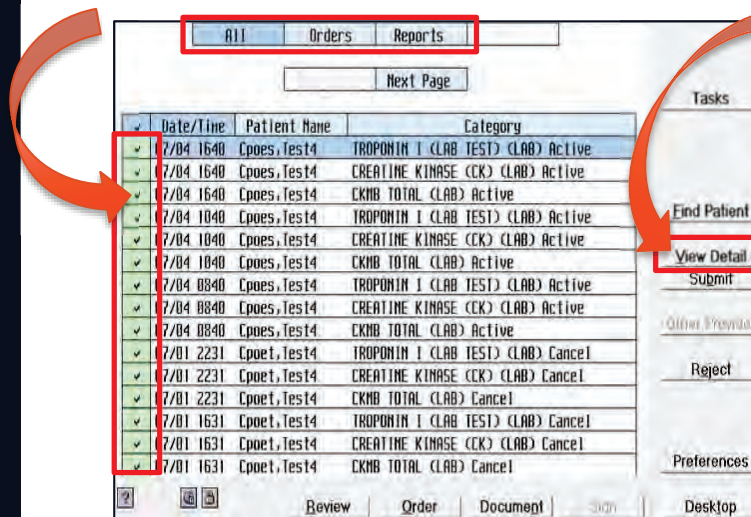
Click **View Detail** button to review the contents.
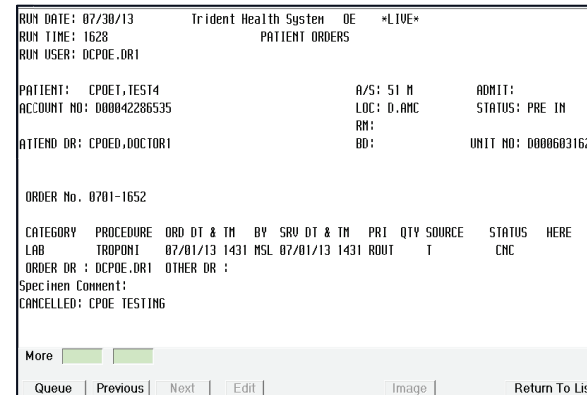
Signing Orders / Reports in Meditech

- Click **blue box with the checkmark** to select all items on the page. Click **Next Page** and click the **blue box with the checkmark** again. **Repeat** until all items on all pages are selected.
- The system will open all items for review and signing. To open Labs, may click View Detail is needed.

Reports open for Review & sign.

Click **Submit and enter your PIN** to sign off on the items.

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