



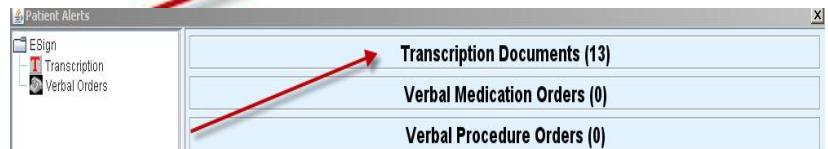
## Mountainside Hospital Clinical View E-signature Guide

Log into Clinical View with your user name and password. Select Clinical View from the menu on the left.

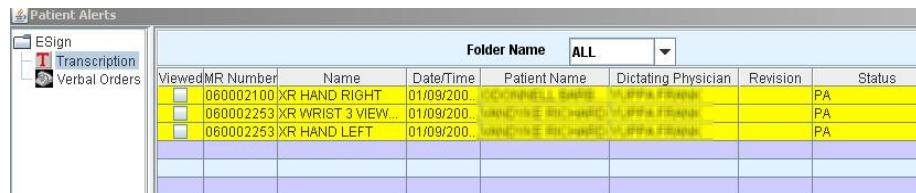
Click on the orange flashing triangle.



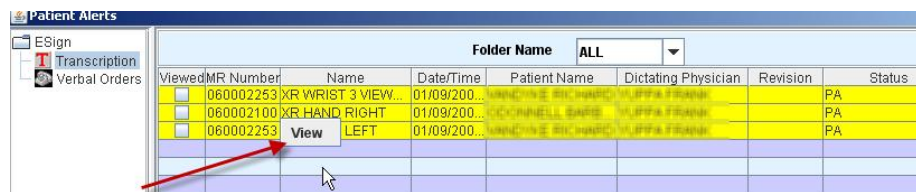
This will bring you to the E Sign window.  
Click on Transcription Documents to get to your list.



To sign multiple documents on your list, select the first document. Holding down the left mouse button, highlight all the documents you wish to view.



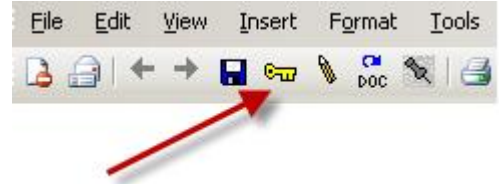
Right click and select view.



Now you will have arrows in your toolbar. Use these arrows to go to the next document in your list, or back to your previous document.



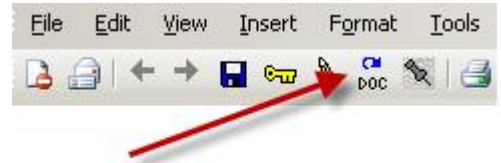
When the document opens in the viewer, click on the key in the toolbar to unlock to document to make changes.



When you are done editing all your documents, close the window to get back to your list. The documents that you viewed should all have a check mark in the box to the left. Then you can click on the button "E-sign viewed documents". The documents should change from black to red, and then disappear from your list



If there are major errors, click this button, and the document will be returned to transcription for revision.



Editing toolbar

