

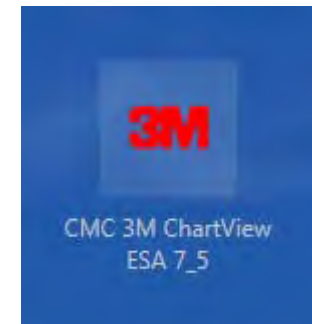
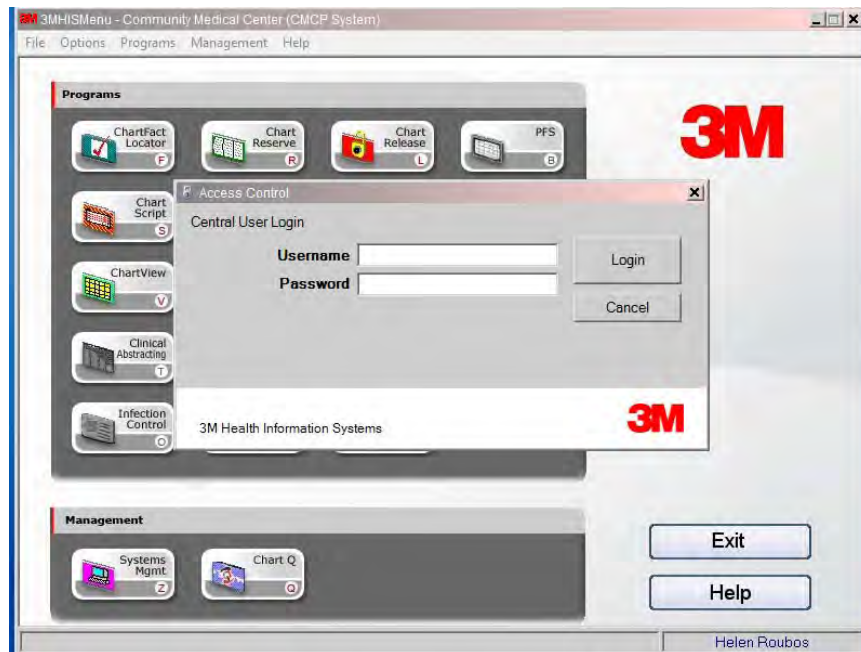
**3M**

# Signing into 3M

Physicians sign into 3M with their assigned ID number.

This same number will be used for dictation.

Depending on where you are signing in from, you will see one of these log-in screens:



When signing into 3M, the first place you'll be brought to is your signature list. Here, you may sign and/or edit dictated reports and finalize.

Orders that have been created in Cerner, but not signed in Cerner prior to discharge, will also be included in this list for you to sign. To avoid having to sign Cerner orders in 3M, sign your reports in Cerner at the time you have documented. Don't wait!

Power notes created in Cerner do not merge to 3M until signed and finalized in Cerner. You cannot sign these in 3M nor will they be in the patient's 3M chart – the legal medical record.

The screenshot displays a software interface with two main windows. The left window, titled 'ESA Search Options : Role [Combined] - Report Status [Not Signed]', contains a table with the following columns: Patient Name, MRN, Doc Type, Dictator, ESA Attending, Disch Date, and TransStartDT. The table lists several reports, all with a status of 'Not Signed'.

Patient Name	MRN	Doc Type	Dictator	ESA Attending	Disch Date	TransStartDT
TEST, DONTD...	0000...	History B...	9798		3/28/1994	9/25/2017 1...
TEST, DONTD...	0000...	Delivery N...	9798		3/28/1994	9/27/2017 1...
TEST, DONTD...	0000...	Delivery N...	9798		3/28/1994	9/27/2017 1...
TEST, DONTD...	0000...	Rad Onc L...	9798	9798	3/28/1994	9/27/2017 1...
TEST, DONTD...	0000...	Discharge...	9798		3/28/1994	9/29/2017 1...
TEST, DONTD...	0000...	Discharge...	9798		3/28/1994	9/29/2017 1...
TEST, DONTD...	0000...	Polysomn...	9798		3/28/1994	12/8/2017 1...
TEST, DONTD...	0000...	Delivery N...	9798			9/27/2017 1...

The right window, titled 'Document Message', shows a document with the following text:

<CC:>

HEADING 1: This is a M\*Modal format test. This test report was created without audio for format review. This is a test dictation. Of note, the headings and the content of the headings in this report are just to illustrate the format how the headings and content would look. The actual headings and content in the live reports would be as dictated. Please review the test job and let us know if they look good. Only after receiving confirmation that test job is approved, we would release the changes to production.

HEADING 2: This is a M\*Modal format test. This test report was created without audio for format review. This is a test dictation. Of note, the headings and the content of the headings in this report are just to illustrate the format how the headings and content would look. The actual headings and content in the live reports would be as dictated. Please review the test job and let us know if they look good. Only after receiving confirmation that test job is approved, we would release the changes to production.

HEADING 3: This is a M\*Modal format test. This test report was created without audio for format review. This is a test dictation. Of note, the headings and the content of the headings in this report are just to illustrate the format how the headings and content would look. The actual headings and content in the live reports would be as dictated. Please review the test job and let us know if they look good. Only after receiving confirmation that test job is approved, we would release the changes to production.

HEADING 4: This is a M\*Modal format test. This test report was created without audio for format review. This is a test dictation. Of note, the headings and the content of the headings in this report are just to illustrate the format how the headings and content would look. The actual headings and content in the live reports would be as dictated. Please review the test job and let us know if they look good. Only after receiving confirmation that test job is approved, we would release the changes to production.

HEADING 5: This is a M\*Modal format test. This test report was created without audio for format review. This is a test dictation. Of note, the headings and the content of the headings in this report are just to illustrate the format how the headings and content would look. The actual headings and content in the live reports would be as dictated. Please review the test job and let us know if they look good. Only after receiving confirmation that test job is approved, we would release the changes to production.

The interface also includes a 'Signature List (8)' and a 'Dictation List (0)' at the bottom left, and a 'Sign' button in the top right corner of the document message window.

## Points to Remember

- ❖ What you do in Cerner, sign in Cerner at the time of documentation, if possible.
- ❖ If you use dictation, please sign the report in 3M – Not Cerner.
- ❖ Sign into 3M at least once a week to keep up with anything that needs to be signed, dictated, or edited. This will keep you from having delinquent charts.
- ❖ Please contact Medical Records at ext 11554 for help regarding your specific concerns.