



## SNChart Log-in and E-signature Instructions

Website: [www.snchart.com](http://www.snchart.com)

User Name: Account ID-dictator ID

Password: \_\_\_\_\_ (First time logging in, temporary password is your dictator ID.)

### 1. Locating the Reports You Would Like to E-Sign

- When you first log-in, you are presented with all unsigned transcriptions from the last 30 days. You can work with these transcriptions, or use the Search function to sign older reports.
- Click on [Search Criteria](#) link to open up the search window.
- Search by patient last name, patient ID, DOS, or any combination of the variables provided.

**Search for a Transcription**

Patient Last	<input type="text"/>	Patient ID	<input type="text"/>	Search By	<input type="text" value="Search All Dates"/>
Status	<input type="text" value="Show All"/>	Work Type	<input type="text" value="Show All"/>		
Printed	<input type="text" value="Show All"/>	Physician	<input type="text" value="Select All"/>		
Downloaded	<input type="text" value="Show All"/>	E-Signature	<input type="text" value="Show All"/>		
Reviewed	<input type="text" value="Show All"/>	Job ID	<input type="text"/>		
Coded	<input type="text" value="Show All"/>				

[Reload Default Search](#)

### 2a. Electronically Signing With Editing

- Check the boxes next to each report you would like to E-sign OR the box next to “Job ID” to select all reports.

<input type="checkbox"/>	<u>Job ID</u>	<u>WorkType</u>
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- Click on any underlined job ID.

<input type="checkbox"/>	<u>900-FST-16479694</u>	OP	04/29/2014	9336	Maxwell, Kim	M. Coleman
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- Edit/review the report, and then click:



- The next report will automatically pull up, if multiple ones were selected.

### 2b. Batch Electronic Signing

- Check the boxes next to each report you would like to E-sign OR the box next to “Job ID” to select all reports.

- **Click on:**



- **A disclaimer is presented.**

#### Multi-Document Medicare / Insurance E-Signature Certification

For medical review purposes, Medicare requires that services provided/ordered be authenticated by the author. The method used shall be a hand written or an electronic signature.

The purpose of a rendering/treating/ordering practitioner's signature in patients' medical records, operative reports, orders, test findings, etc., is to demonstrate the Part B / medical services have been accurately and fully documented, reviewed and authenticated. Furthermore, it confirms the provider has certified the medical necessity and reasonableness for the services submitted to the Medicare program / insurance provider for payment consideration.

If you have not previously reviewed the below transcription documents, please review the documents before signing. You may review and sign transcriptions concurrently and in succession by selecting multiple transcriptions and clicking on the Job ID link from the previous page instead of using the E-Sign button.

By clicking "Sign Transcriptions" below you certify that you have, to the extent required by law and in accordance with the clinical documentation review policies set forth by your facility, reviewed the following transcription documents and intend to authenticate the contents thereof by means of an electronic signature.

[Sign Transcriptions](#)

[Exit Without Signing](#)

Job ID	Patient	DOS
800-FST-16478684	Maxwell, Kim	4/29/2014