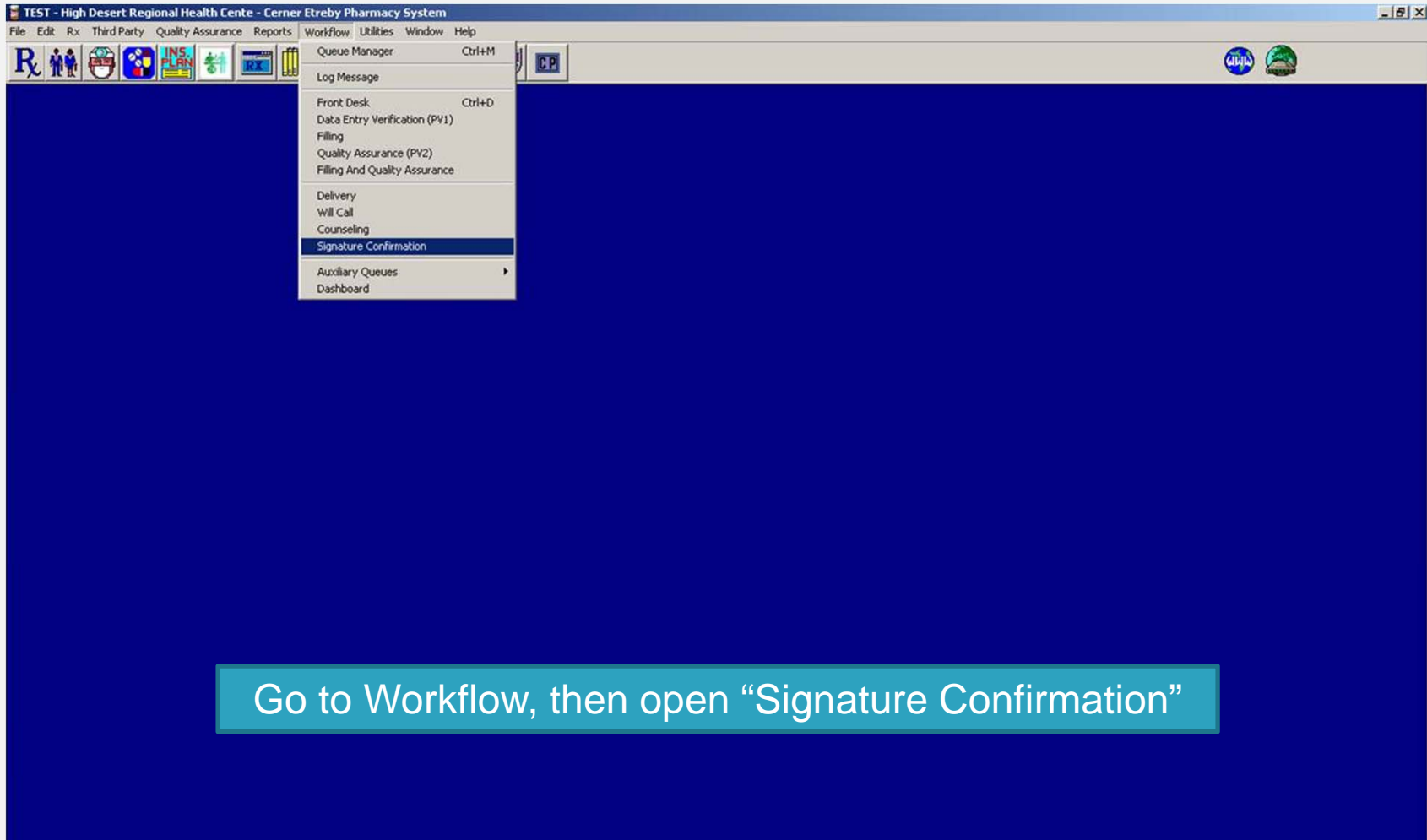# Cerner Training Guide

How to Scan Signatures

How to Scan Signatures

Go to Workflow, then open "Signature Confirmation"

How to Scan Signatures

The "Signature Confirmation" window will open.

- Check the "Add To List" box to add the prescription to the signature confirmation list

- Verify the relation of the patient

- Check other necessary boxes

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The prescription number that you entered will now appear on the list

How to Scan Signatures
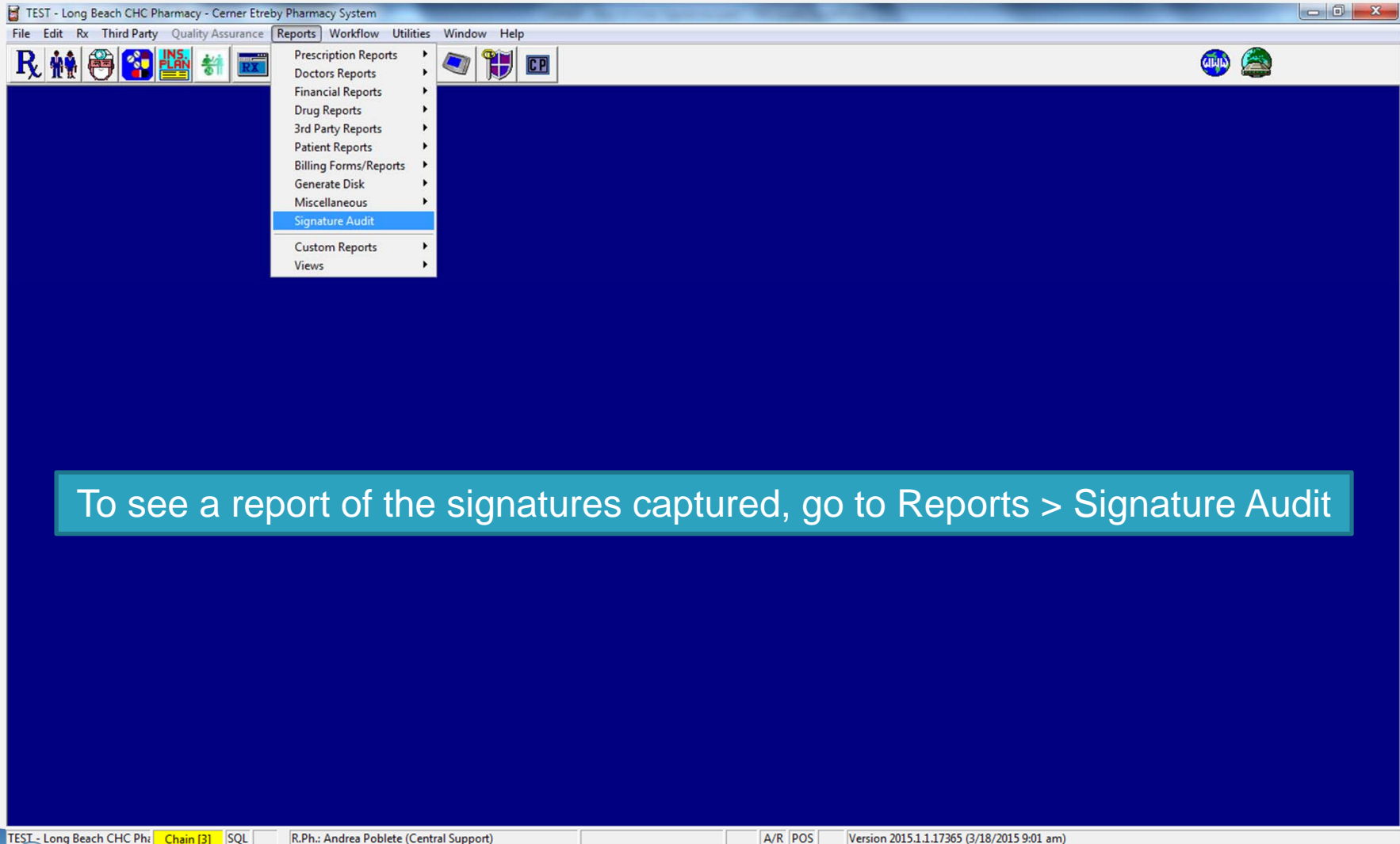
- Have the patient sign the receipt
- Put the receipt into the scanner and press the **Scan** button
- The signature should appear in the "Signature Confirmation" screen
- Press **Save** so the signature is saved onto the patient profile

How to Scan Signatures

To see a report of the signatures captured, go to Reports > Signature Audit

How to Scan Signatures

The "Signature Audit" report window will appear. Go to the drop down menu and select one of the viewing options

How to Scan Signatures

In this example, we searched by "Rx No. Range" (note that you can search date range).

Press "Get Signatures".

The prescription should appear on the audit list and signature is viewable by clicking the blank white space in the bottom right corner.