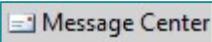**Northern Light Health℠**

Radiologists will receive proposed contrast orders in their message center for co-signature. Radiologists may also need to proxy sign orders for other radiologists in the event they are away.

PowerChart

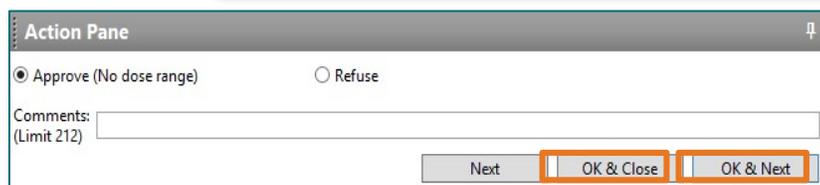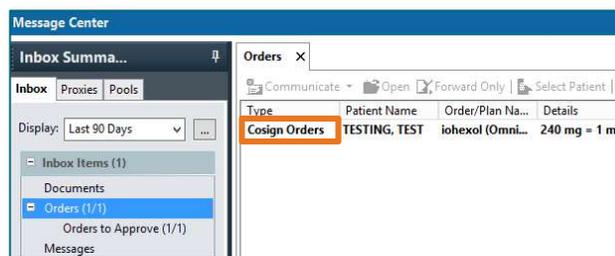**STEP 1**: Log into **PowerChart**
  ▪ Username/Password

STEP 2: Click the Message Center button ☐ Message Center in the toolbar.

Message Center Inbox

STEP 1: In Message Center, double-click **Cosign Orders.**

STEP 2: Review the Order.

STEP 3: Click **OK & Close** or **OK & Next** (if more than one order to sign)
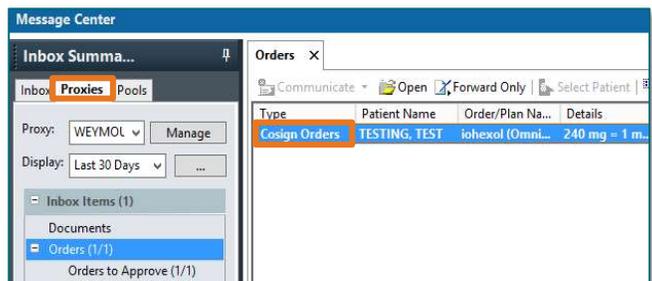
Proxy Signing

STEP 1: Select the **Proxies** tab in message center.

STEP 2: Double-click **Cosign Orders**.

STEP 3: Review the Order.

STEP 4: Click **OK & Close** or **OK & Next** (if more than one order to sign)

NOTE: Refer to the **Message Center Proxies** for steps to set up Proxies.