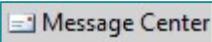


Radiologists will receive proposed contrast orders in their message center for co-signature. Radiologists may also need to proxy sign orders for other radiologists in the event they are away.

## PowerChart

**STEP 1:** Log into **PowerChart**

- Username/Password

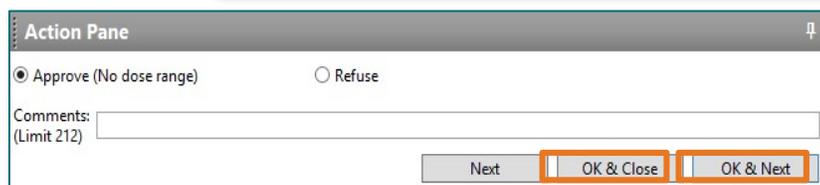
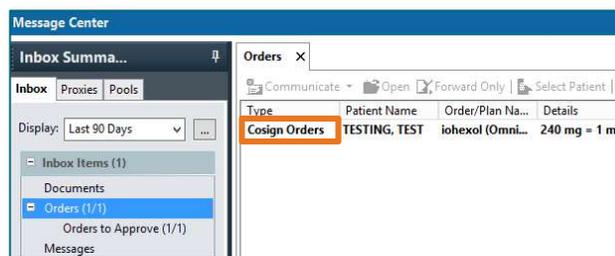
**STEP 2:** Click the Message Center button  in the toolbar.

## 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)



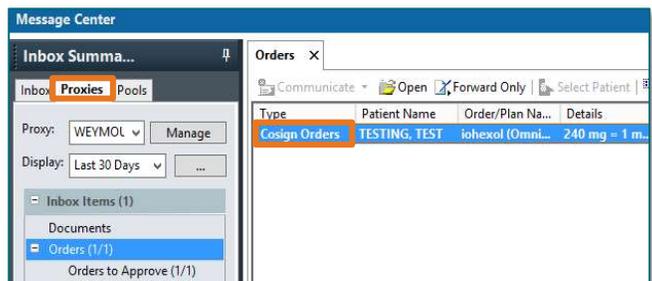
## Proxy Signing

**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.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:

207-973-7728 or 1-888-827-7728.