

HOW TO UPDATE YOUR PAGER/OFFICIAL SIGNATURE BLOCK/TITLE

– Remember, this is your official information and will be displayed and once electronically signed, cannot be removed from a signed note.

IN CPRS:

1. Go to tools
2. Select: *Help
3. Select: Edit user characteristics
4. Select: Edit User Characteristics
5. The screen is now in the edit mode. Update your :
Digital Pager – **This is needed for the radiology package**
Signature Block Printed Name
Signature Block Title – Be sure to update your PGY level
DO NOT PLACE AN OFFICE PHONE NUMBER
6. Select: Save User Characteristics and Exit
7. You may also change your Electronic Signature Code from this menu. Same steps 1-3 as above. Then Select: Check/Edit Electronic Signature Code

The screenshot displays the VistA CPRS application window. The 'Tools' menu is open, and 'Edit User Characteristics' is highlighted. The main window shows a patient record for ZZTEST, BUFFORD (OUTPAT) with a list of notes on the left and a detailed note view on the right. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 10:31 AM on 5/12/2015.