Documentation clarification is extremely important for providers to complete, as it assists our Clinical Documentation Improvement (CDI) team in ensuring that the medical record is an accurate representation of healthcare services that have been provided. This has a downstream effect on many quality measures, reporting initiatives, and ultimately reimbursement. In order to ensure that this workflow operates properly, providers will need to regularly check their Provider Documentation worklist and answer these queries in a timely fashion.

**How To Sign a Provider Query**

Provider queries and other documents requiring signature or completion can be viewed by the provider by clicking on the Provider Documentation tab located on the left hand side of the main Census/Worklist view. Notes requiring co-signature will have the pencil icon as indicated by the red arrow. To enter the note, click on the document title for the patient in question as shown below.
This will take you directly into the document requiring co-signature. Answer the query within the “Physician Response” field, and then click “Cosign.” The query has now been successfully completed.

If you have been assigned this documentation clarification in error, simply click “Reassign” and the query will be sent back to the CDI team for reassignment.
Alternatively, if you enter the Documentation Clarification in a different way, such as through the patient chart, you will see the screen below. In this case, simply click on “Cosign Document” to enter note and complete clarification or click on “Reassign” to return to the CDI team for reassignment.