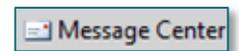


Radiologists will receive proposed contrast orders in their message center for co-signature. Radiologists may also need to proxy sign orders for other Radiologists in the event they are away.

PowerChart

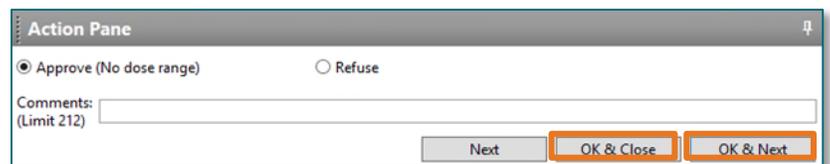
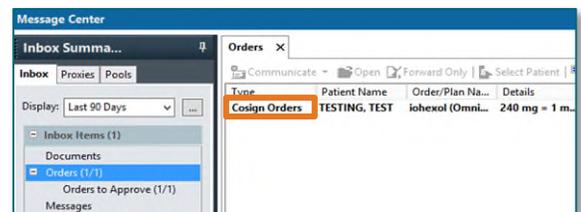
- STEP 1:** Log into PowerChart
- Username/Password

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



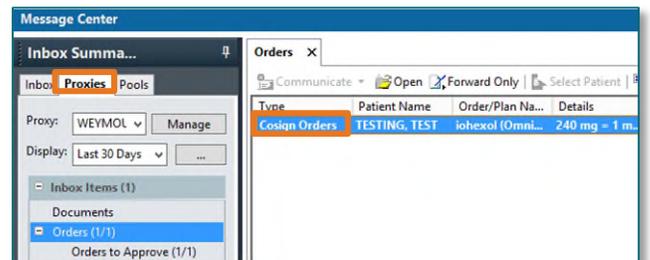
Message Center Inbox

- 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. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.