

Require Signatures for Desk Reviews

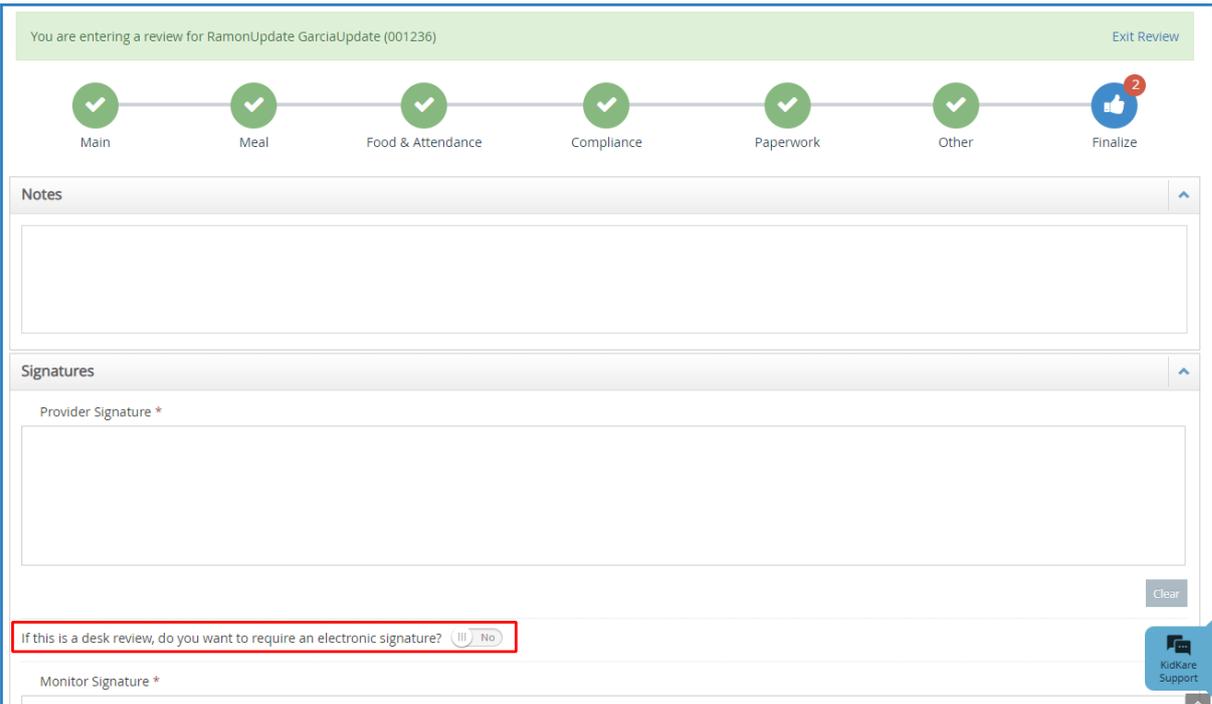
Last Modified on 05/02/2024 3:56 pm
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When completing desk reviews, you can require that a provider digitally sign to acknowledge they received a copy of the Review report. You can toggle this option on and off when finalizing the review. **The review will not be complete until the provider signs their review.**

1. From the menu to the left, click **Reviews**.
2. Click **Review Providers**. The Review Providers page opens.
3. Locate the provider to review.
 - Click the **Provider, Monitor** (if available), **Last Review**, and **Next Review Date** columns to sort information in ascending or descending order.

Note: If you have set **Preference U.003 (General Behavior - Use Provider Security)** to **Y**, Monitors can only see those providers assigned to the same group number as them, and the Monitor column is hidden on the table.

- Click the blank boxes at the top of each column to filter information in that column. For example, you can click the **Provider** box and begin typing a provider's name.
 - Click  to set additional filters. You can filter by **Pending, Active, Hold**, or **Withdrawn** status. If available, you can also specify whether to show reviews for all monitors.
4. Complete the review questionnaire as you normally would. For details, see [Complete the Review Questionnaire](#).
5. When you reach the **Finalize** page, click  next to **If this is a desk review, do you want to require an electronic signature?**



You are entering a review for RamonUpdate GarciaUpdate (001236) Exit Review

Main Meal Food & Attendance Compliance Paperwork Other Finalize

Notes

Signatures

Provider Signature *

If this is a desk review, do you want to require an electronic signature? Yes No

Monitor Signature *

KidKare Support

The **Provider Signature** box and the **Helper Signature** box (if present) are removed.

Review Acknowledgement ✕

The report from your sponsor's virtual visit on 09/09/2021 is ready for you to review and sign.

Click here to view your report in a new tab, or copy and paste it into your web browser:
<https://hx2go.minutemenu.com/ProviderReviews?p=17d48d83-8c8e-45af-946d-49a5c8057f94&s=30266965>

Using your mouse, finger, or stylus, sign the review acknowledgement below.

Provider Signature *

The provider can click the link to open their review in a new tab. Then, they can use a mouse, finger, or stylus to sign the **Provider Signature** box. If you indicated that a helper was present during the review, the **Helper Signature** box also displays so the helper can sign the acknowledgement. Once they acknowledge and sign for the review, they will receive a new message and email with a link to the updated, signed report. For more details and instructions for providers, see [Sign for Desk Reviews Electronically](#).
