

Inpatient - Cosign Guide

Intended Audience: Nursing Instructors, Nurses, Inpatient Therapy, Respiratory Therapists, Nutrition, Child life, and Music Therapy who are supervising Students, Interns, Externs, or Graduate Professionals.

Summary: In Epic there is additional functionality for people learning the profession to document assessments, notes, patient care documentation, and medication administrations as applicable. These are referred to in this guide as “Students” but may be a variety of roles such as: Intern, Extern, Graduate Nurse or Student.

Students need to be cosigned by a licensed professional because the student does not have the authority to sign the documentation independently. By performing the act of cosigning the documentation, the licensed professional is validating that the documentation entry has been reviewed, is believed to be accurate, complete, and appropriately reflects the care provided/described.

NOTE: Cosigning student documentation is done by the faculty responsible for the student when possible. The preceptor will cosign when faculty is not present.

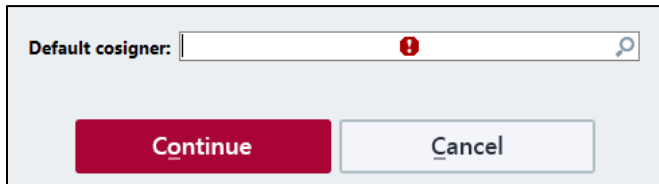
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STUDENT:

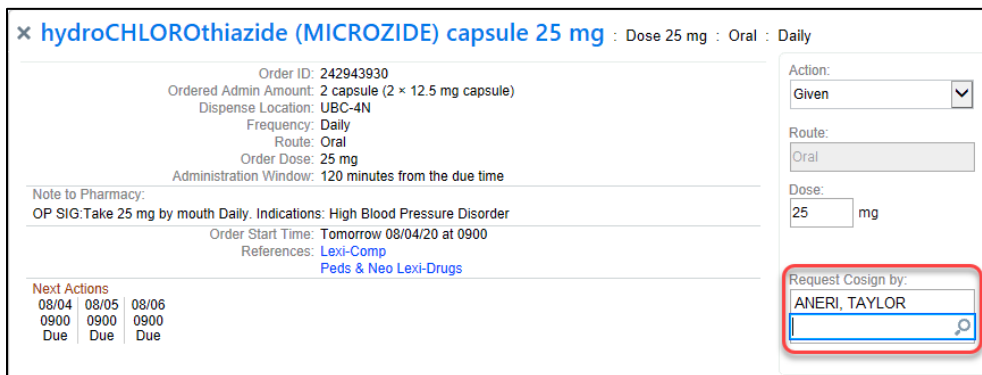
Selecting a Cosigner

When the student logs into Epic the student will choose the appropriate licensed professional in charge of cosigning their documentation.



Medication Administration (Nursing and Respiratory only)

When giving a medication a different cosigner can be selected when scanning the medication. When the administration window pops up, a different name can be searched and entered in the **Request Cosign** by field.

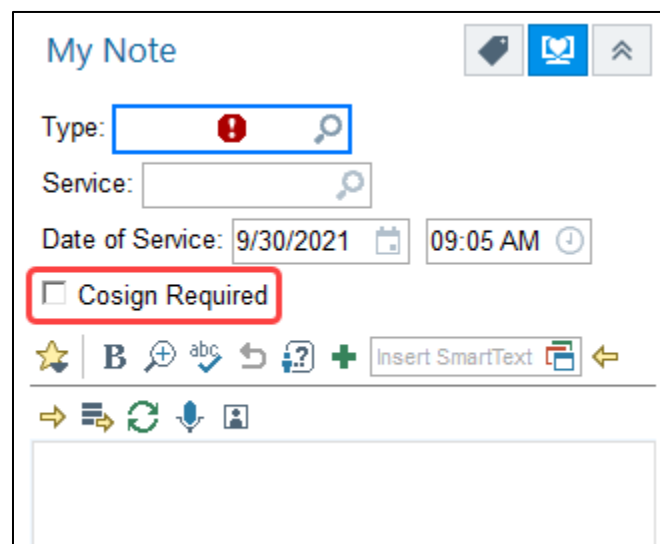
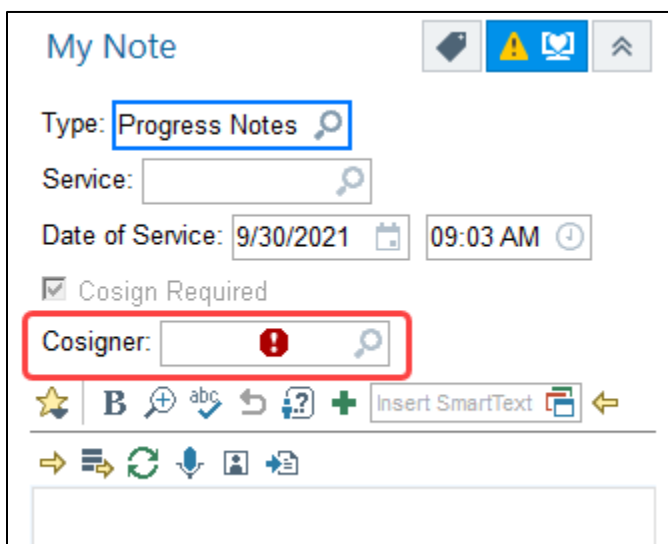


| Next Actions | | |
|----------------------|----------------------|----------------------|
| 08/04 0900 Due | 08/05 0900 Due | 08/06 0900 Due |

NOTE: Students cannot administer medications that require a double check. This requires two licensed professionals to document the administration.

Writing Notes (Allied Health Only)

When writing a Note, the student is responsible for adding a cosigner to the note or checking the **Cosign Required** box within the note.



STAFF:

Cosign from Reports

NOTE: All Students that have documented on the patient will be listed in this report. Verify that you are only cosigning for the student that you are supervising on the correct date.

All documentation can be easily reviewed and cosigned using the **Cosign report**. This report may be a default report or can be searched for in the Patient List screen or in the Grease Board Reports for OB staff.

1. In Patient Lists or L&D Grease Board, use the Patient List Reports/Grease Board Reports search bar and search for the **Cosign Report (Nursing and Respiratory) or Needs Cosign (Allied Health)**
2. The Cosign Report will appear in the bottom portion of the Patient List screen for the patient selected
3. Within this report the licensed clinician can cosign documentation in multiple ways as shown below.

Medications (Nursing and Respiratory Only)

✓ Administrations with Cosign Requests

Charlie Aneri
hydroCHLORothiazide (MICROZIDE) capsule 25 mg
Status: Future

| Action | Dose | Rate | Route | Site | Time | Requested Cosigner |
|--------|-------|------|-------|------|---------------|--------------------|
| Given | 25 mg | | Oral | | 08/03/20 1647 | Taylor Aneri, RN |

[Cosign all administrations]
[Cosign all from this user]
[Cosign all for this order]
[Cosign]

Notes (Allied Health Only)

← 🔍 📄 FACESHEET (TEXT) 📄 Handoff 📄 Needs Cosign 📄 Discharge Milestones

Cosign notes in the Notes activity

➔ Go to Notes activity

Cosign from Flowsheets

Flowsheet documentation may be cosigned from within the Flowsheet activity in multiple ways.

1. Using the **Cosign** button
2. Review the documentation and complete cosign by choosing **Cosign All** or **Cosign** individual rows

Flowsheets

File 📄 Add Rows 📄 Add Col 📄 Insert Col 📄 Hide Comp'd 📄 Last Filed 📄 Re

Adult PCS Body System

Search (Alt+Comma)

Adult PCS Body Sys

Hide All

PAIN/COMFORT/SLEEP

Pain/Comfort/Sleep

COPING/PSYCHOSOCIAL

HEENT

COGNITIVE

NEURO

BEHAVIORAL

RESPIRATORY

CARDIAC

PERIPHERAL NEUROVAS...

MUSCULOSKELETAL

NUTRITION

Flowsheet Data Needing Cosign

📄 All Flowsheet Data Needing Cosign

Show links for individual values

Cosign Requestor: Nursing Student Ip/Ed

Adult Vital Signs

Row Name 10/08/21 1149

Vitals

Temp Cosign 37.6 °C

Temp src Cosign Oral

Pulse Cosign 118

Heart Rate Cosign Apical

source

Resp Cosign 20

BP Cosign 90/56

MAP Cosign 65

(mmHg)

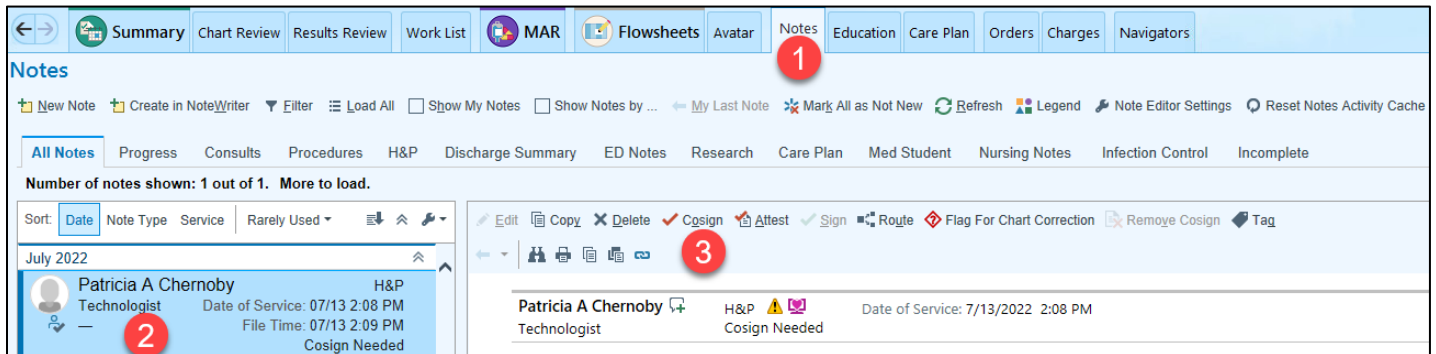
BP Location Cosign Right arm

Close

Cosign from Notes (Allied Health Only)

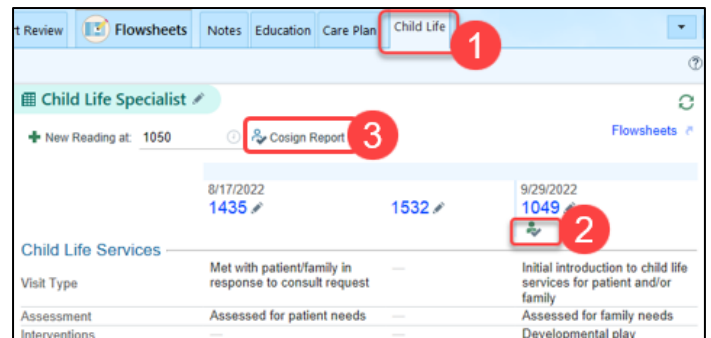
Note and Care Plan note documentation needs to be cosigned.

1. Go to the **Notes Activity**.
2. **Select** the note you need to cosign
3. Click **Cosign**.



Cosign from Navigators (Allied Health Only)

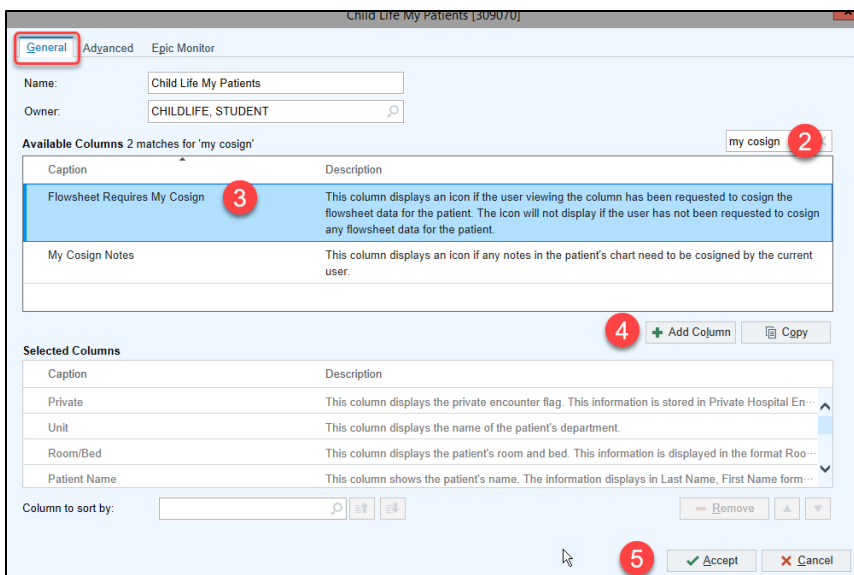
1. Click on the **Child Life** navigator
2. The **Cosign Required** symbol appears where you need to Cosign
3. Click the **Cosign Report** to complete the cosign after reviewing the student documentation



Add a Patient List Column

A Patient List column can be added that will give a visual indicator when that patient has documentation that needs to be cosigned.

1. Under Patient Lists tab, click **Properties**.
2. While on the **General** tab, type in the search box for **My Cosign**.
3. Click on the **Flowsheet Requires my Cosign**.
4. Click **Add Column**.
5. Click **Accept**.



Now when a student documents on patient that is within your Patient list, a Cosign icon will now appear in your **"Flowsheet Requires my Cosign"** column on your patient list.

