

# 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.

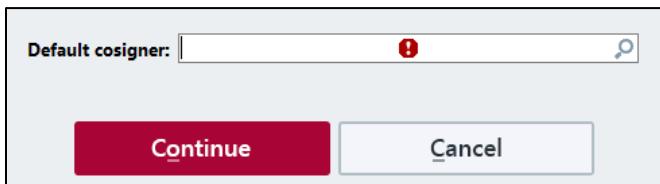
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## STUDENT:

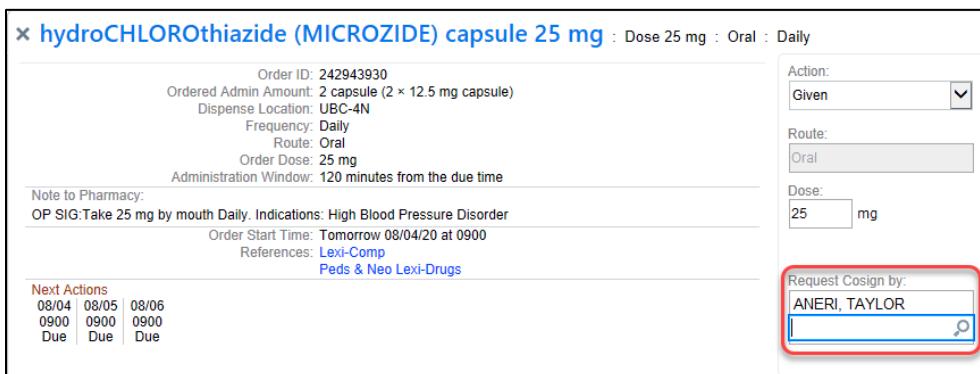
### Selecting a Cosigner

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)

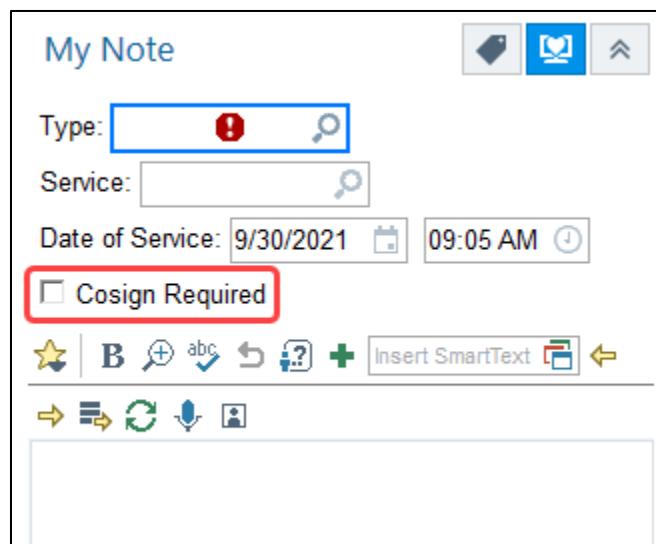
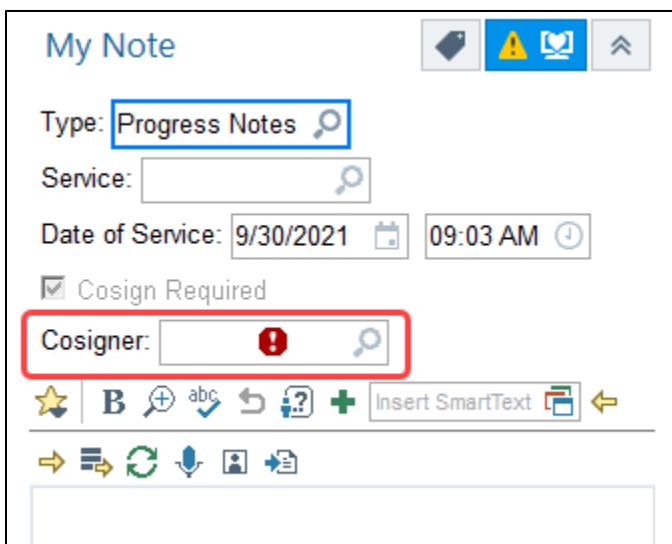
When giving a medication a different cosigner can be selected when scanning the medication. When the administration window pops up, a different name can be searched and entered in the **Request Cosign by** field.



**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
Given	25 mg		Oral		08/03/2016 47
Requested Cosigner Taylor Aneri, RN					

### Notes (Allied Health Only)

FACESHET (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 Cosign Add Rows LDA Avatar Add Col Insert Col Hide Comp'd Last Filed

Adult PCS Body System

Search (Alt+Comma)

Adult PCS Body Sys

PAIN/COMFORT/SLEEP

HIDE ALL Pain/Comfort/Sleep

COPING/PSYCHOSOCIAL

HEENT

COGNITIVE

NEURO

BEHAVIORAL

RESPIRATORY

CARDIAC

PERIPHERAL NEUROVASCULAR

MUSCULOSKELETAL

NUTRITION

All Flowsheet Data Needing Cosign

Adult Vital Signs

Row Name	10/08/21 1149
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

Cosign Requestor: Nursing Student Ip/Ed

Cosign All

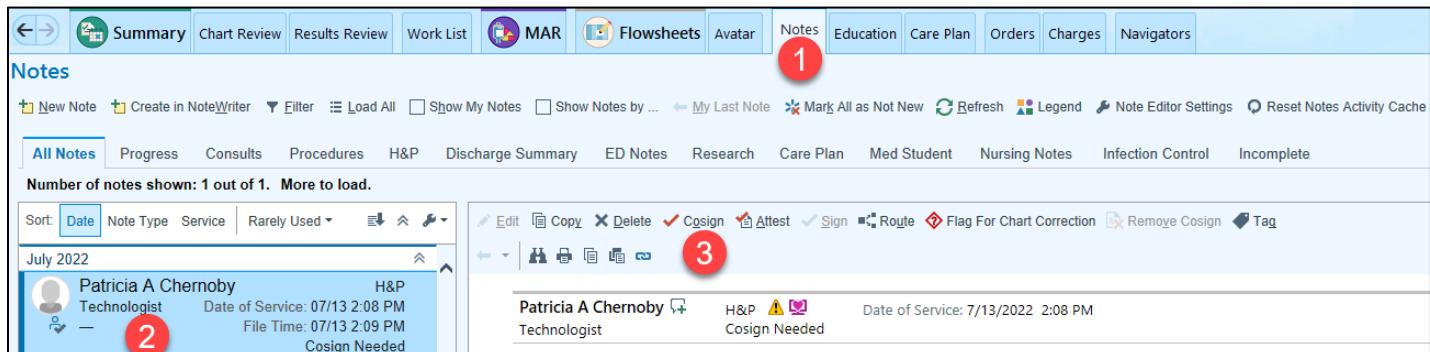
Cosign

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**.



Notes

New Note Create in NoteWriter Filter Load All Show My Notes Show Notes by ... My Last Note Mark All as Not New Refresh Legend Note Editor Settings Reset Notes Activity Cache

All Notes Progress Consults Procedures H&P Discharge Summary ED Notes Research Care Plan Med Student Nursing Notes Infection Control Incomplete

Number of notes shown: 1 out of 1. More to load.

Sort: Date Note Type Service Rarely Used ▾

July 2022

Patricia A Chernoby	H&P
Technologist	Date of Service: 07/13 2:08 PM
—	File Time: 07/13 2:09 PM
Cosign Needed	

Patricia A Chernoby H&P Technologist Date of Service: 7/13/2022 2:08 PM Cosign Needed

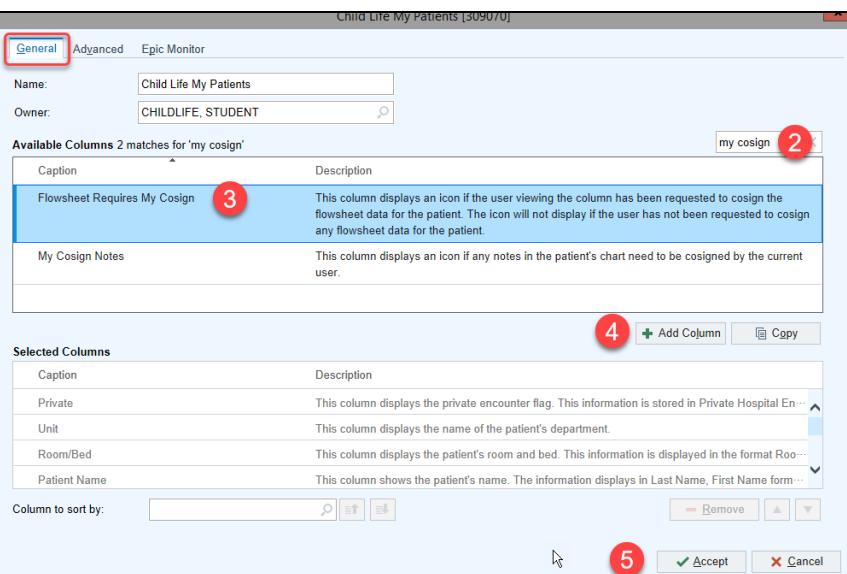
## Cosign from Navigators (Allied Health Only)

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**.



Child Life My Patients [309070]

General Advanced Epic Monitor

Name: Child Life My Patients

Owner: CHILDLIFE, STUDENT

Available Columns 2 matches for 'my cosign'

Caption	Description
Flowsheet Requires My Cosign	This column displays an icon if the user viewing the column has been requested to cosign the flowsheet data for the patient. The icon will not display if the user has not been requested to cosign any flowsheet data for the patient.
My Cosign Notes	This column displays an icon if any notes in the patient's chart need to be cosigned by the current user.

Selected Columns

Caption	Description
Private	This column displays the private encounter flag. This information is stored in Private Hospital Encounters.
Unit	This column displays the name of the patient's department.
Room/Bed	This column displays the patient's room and bed. This information is displayed in the format Room/Bed.
Patient Name	This column shows the patient's name. The information displays in Last Name, First Name format.

Column to sort by:

Add Column Copy Remove Up Down Accept Cancel

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.

