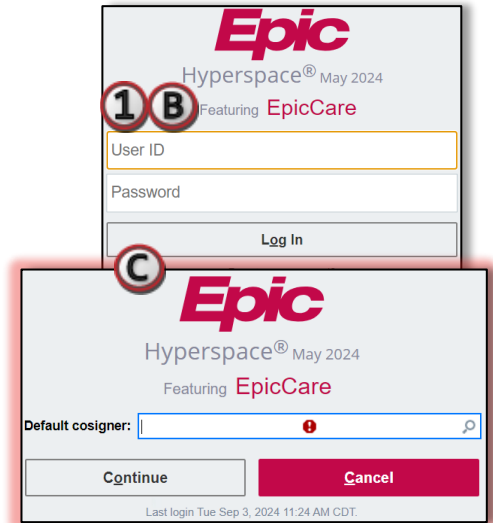


# COSIGNING STUDENT DOCUMENTATION – BY COSIGNER

When students document in a patient chart, the documentation will be pended until the Cosigner reviews and cosigns the documentation. The **Cosigner** can be the nurse, social worker, or instructor with Epic access, who is assigned to the patient and **precepting the student**. After the Cosigner reviews and cosigns the student charting, documentation will then save and appear signed in the chart. **All student charting must be reviewed and cosigned before the end of the shift.** Students administering medications will require the cosigner during administration.

## Instructors: Log In, Establish Cosigner, then, Sign In, Select Role

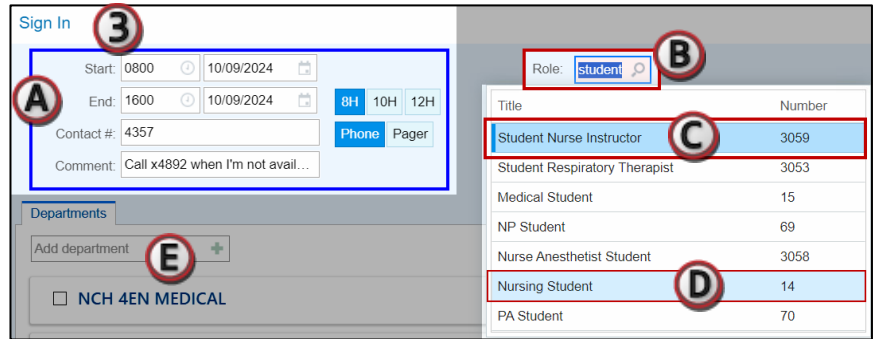
- At shift start, Instructors meet with students, provide patient assignments for the day, and confirm the student's **Cosigner**.
  - Preceptor/Cosigner:** Tell students during patient assignment to check-in with the cosigner before shift end (selected as **Default Cosigner** by the student at Epic Log In), to confirm all student documentation is cosigned before leaving.
  - Cosigners:** Log In to Epic by entering their UserID, Password and the Department where students will work with patients.
  - Student Nurses:** Log In to Epic by entering their UserID, Password, Department where students will work, and select the **Default Cosigner** who will review charting before shift end.



- After Log In, both instructors/cosigners and students will click **Sign In** from Epic Brain or from Patients Lists.



- From the **Sign In** window:
  - Complete the shift Start, End, Contact # and Comment information.
  - IMPORTANT:** In the **Role** field on the upper-right, type the word **student**.
  - INSTRUCTOR/COSIGNER:** Select **Student Nurse Instructor**.
  - STUDENT Nurse:** Select **Nursing Student**.



- Selecting the appropriate **Role** ensures that unit staff do not see the cosigner as the shift nurse in the floor monitors and distinguishes the role in Treatment Team reports.
  - Non-nursing students **do not** need to change their **Role** from the **Sign In** window.
  - NOTE:** Patients will not appear in Epic Brain, only in Patient Lists > My Lists > My Patients.
- Both Cosigner and Student **Add department** and select the patients assigned to the student for the shift. Both having the same patients assigned will make it easier to find them for review.
- COSIGNERS:** **Before the end of shift, must open each patient chart assigned to the student,** review documentation, then cosign the charted information – or follow up with the student nurse before cosigning.

# COSIGNING STUDENT DOCUMENTATION – BY COSIGNER

## Try It Out: Cosign Flowsheets and Navigators

### 1. **COSIGN FLOWSHEETS/NAVIGATORS/ADMINISTRATIONS DOCUMENTATION:**

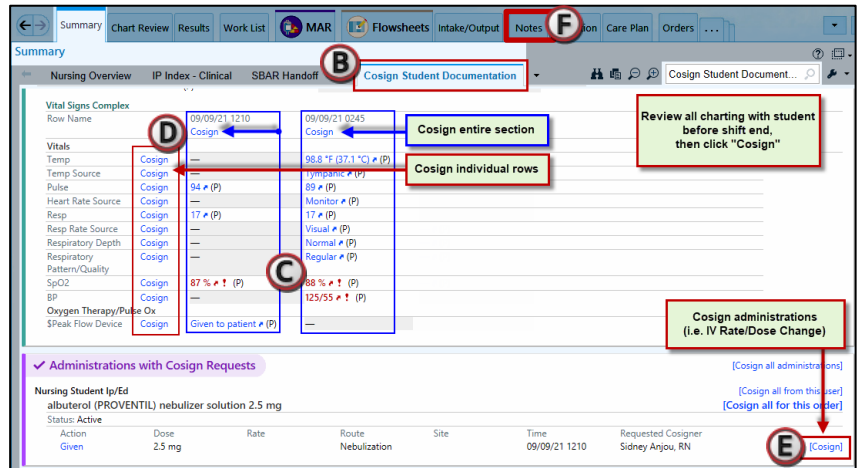
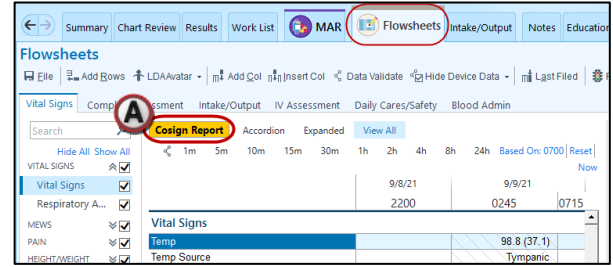
Open the patient chart.

- A. From the **Flowsheets** activity tab, click the **Cosign Report** button to open the **Flowsheet Data Needing Cosign** window.

or

- B. From the **Summary** activity tab, click the **Cosign Student Documentation** report tab.

- C. Review the student charting – appearing in red or blue text.
- D. Click the **Cosign** hyperlink to cosign individual rows or entire sections.
- E. Review all administrations (i.e. rate/dose changes) and click the **Cosign** hyperlink to cosign.
- F. If the student has access to write notes, check for any student notes needing to be attested in the **Notes** activity.

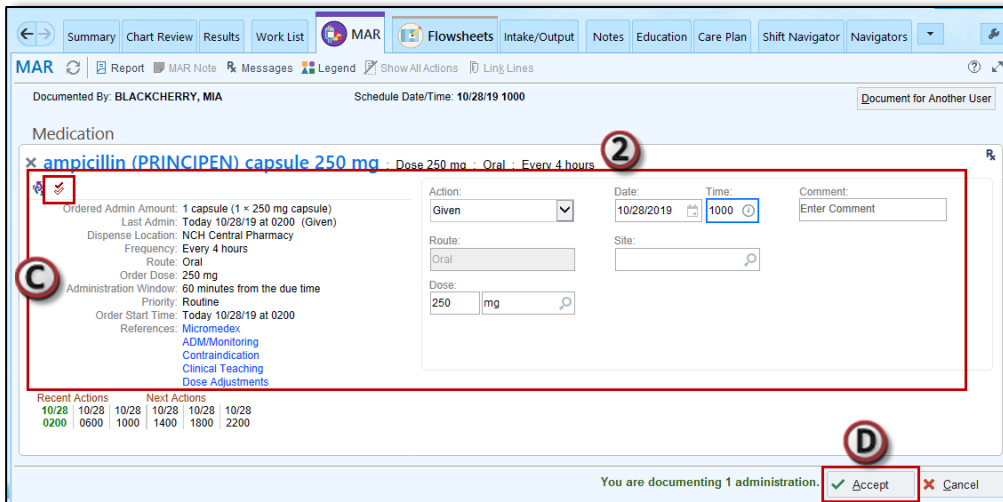


# COSIGNING STUDENT DOCUMENTATION – BY COSIGNER

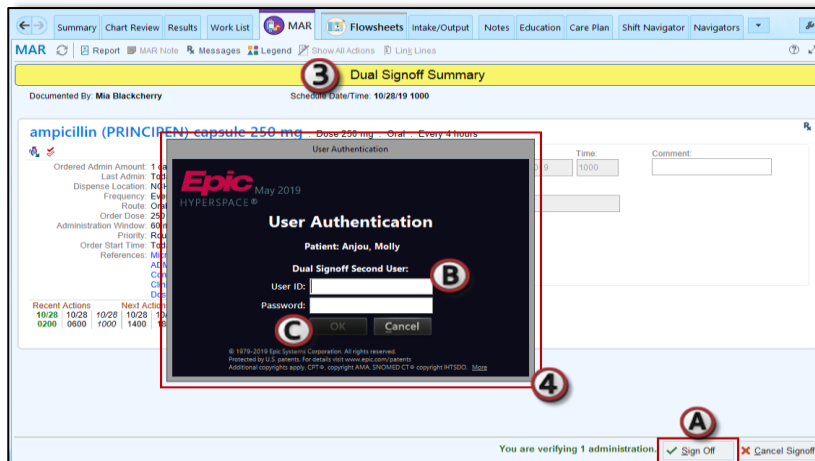
## Try It Out: Cosign Medications

**COSIGN MEDICATION ADMINISTRATION** (only charts where students have security access to document in the MAR to administer medications. Some student roles will be unable to administer medications):

1. All medications administered by students require dual signature at the time the medication is administered.
2. Student nurse follows medication administration procedure. From **Patient Lists** or inside the patient chart in the **MAR** activity:
  - A. Student scans the patient wristband barcode.
  - B. Student scans the medication barcode. Links appropriate LDA when administering IV medications.
  - C. Student confirms order details on left and updates the administration appropriately on the right side of MAR window.
  - D. Student clicks **Accept** button.



3. A yellow message requesting **Dual Signoff Summary** appears in the upper area.
4. The cosigning nurse, preceptor or instructor with Epic access reviews the MAR window. When information is accurate:
  - A. Cosigner clicks the **Sign Off** button,
  - B. Cosigner enters their **User ID** and **Password**,
  - C. Cosigner clicks the **OK** button.



# COSIGNING STUDENT DOCUMENTATION – BY COSIGNER

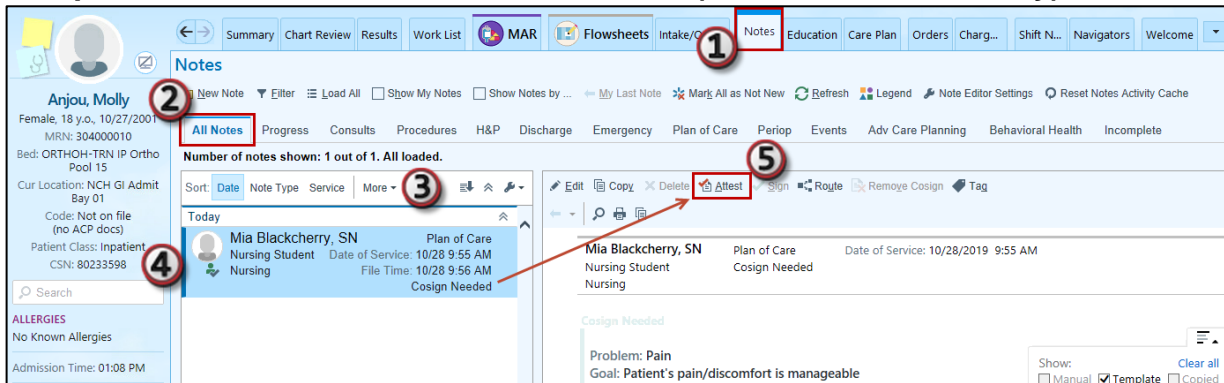
## Try It Out: Cosign Notes

**COSIGN NOTES** (only charts where students have security access to write notes. Some student roles will be unable to write notes):

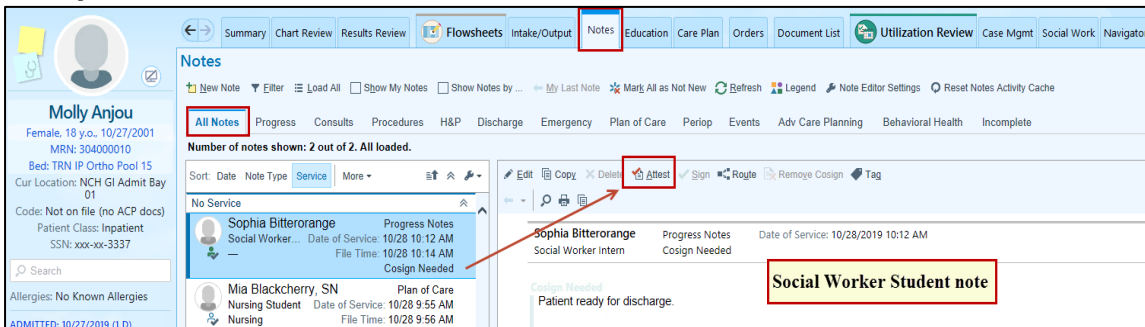
**NOTE:** Students **MUST** sign the note from the **Notes** activity. **Cosigners** are unable to cosign **pending** notes.

1. Click the **Notes** activity tab.
2. Click the **All Notes** tab.
3. Find notes with an Author Type of “**Student**” or “**Intern**”. Click **More** ▾ and select “**Cosign Requirement**” to sort by notes needing to be cosigned.
4. On the left, **single-click** (select) a row with a Student or Intern note.
5. On the right, from the upper toolbar, click the **Attest** button (the Attest button will only be active when a note needs to be cosigned).

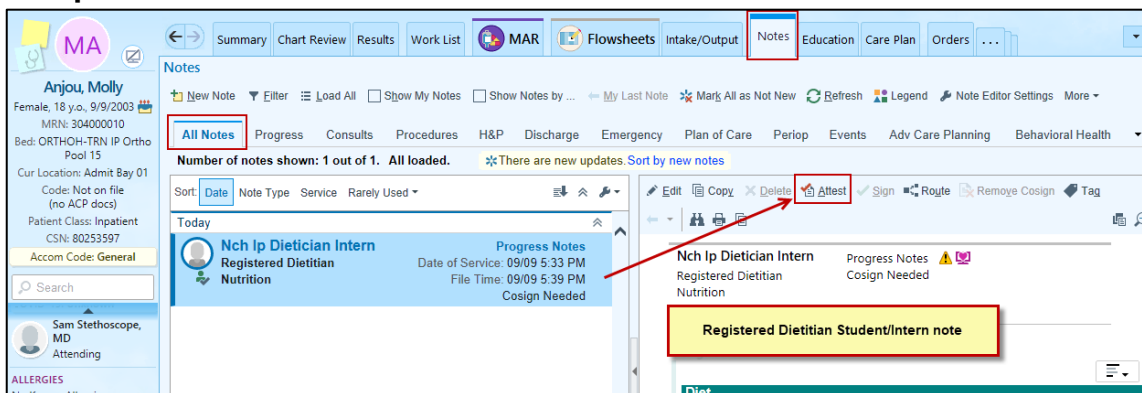
### Example of Student Nurse – Plan of Care note (from Care Plan activity)



### Example of Student Social Worker note



### Example of Student/Intern Dietitian note



# COSIGNING STUDENT DOCUMENTATION – BY COSIGNER

6. Clinician/Preceptor reviews the note, and documents appropriate additional information.
7. Click the **Sign** button.

The screenshot displays the Epic EMR interface. The top navigation bar includes tabs for Summary, Chart R..., Results, Flowsheets, Intake/..., Notes, Education, Care Plan, Orders, Doc List, Utilization R..., Case Mgmt, Social..., and Navigators. The 'Notes' tab is active, showing a list of notes on the left and a detailed view of a note in the center. The note is for Sophia Bitterorange, a Social Worker Intern, dated 10/28/2019 10:12 AM. The note content is 'Patient ready for discharge.' The right-hand panel shows the 'Attest' section with a 'Sign' button circled in red. A red box highlights the 'Attest' section, and another red box highlights the 'Sign' button.

**NOTE:** While the student’s signed note is stored in NCH’s Epic, the Note must be cosigned to become part of the legal record. Notes that are NOT cosigned, are not visible/included via Request of Information (ROI) reports.

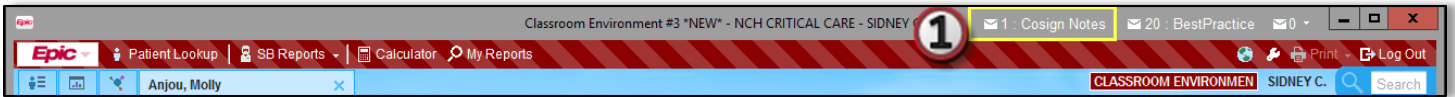
# COSIGNING STUDENT DOCUMENTATION – BY COSIGNER

## Try it Out: Cosign Notes Using InBasket

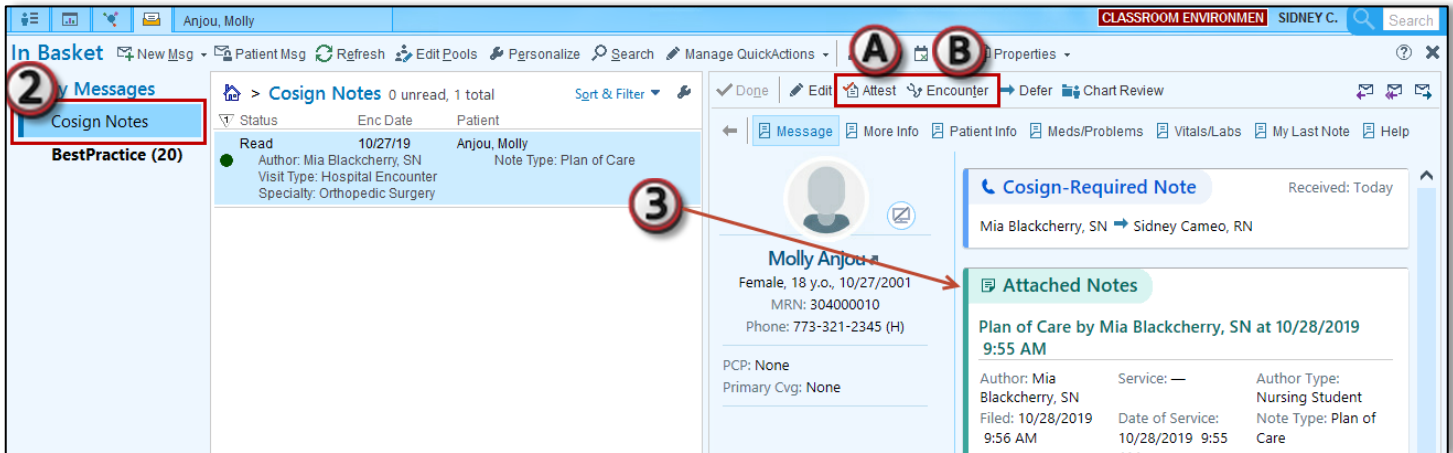
**COSIGN NOTES** (only charts where students have security access to write notes. Some student roles will be unable to write notes):

**NOTE:** Students must sign their note from the **Notes** activity. **Cosigners** are unable to cosign pending notes.

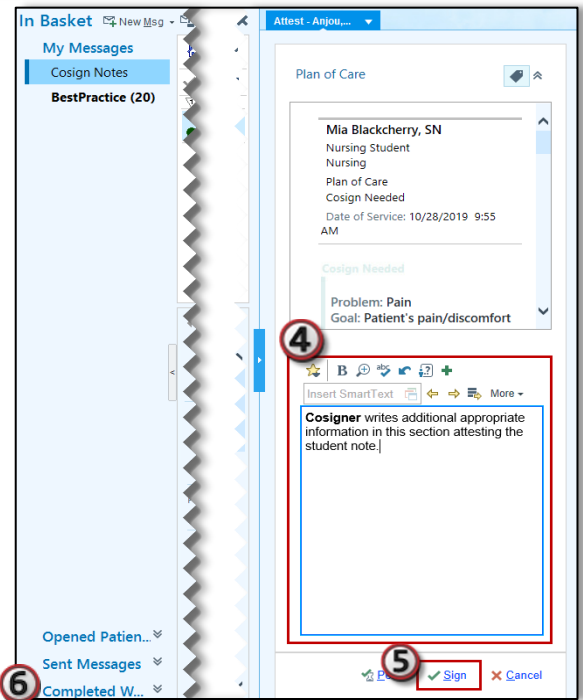
1. On the grey bar at the top of the screen, click the **1 : Cosign Notes** hyperlink.



2. The **InBasket** opens to the **Cosign Notes** folder.
3. In the middle-column, click the unread message and review the documentation details on the right column.
  - A. Click the **Attest** button on the upper toolbar to cosign the note.
  - B. Click the **Encounter** button to open the patient chart, cosign flowsheets, and cosign notes.



4. From **InBasket**, after clicking the **Attest** button, document appropriate additional information.
5. Click the **Sign** button.
6. The message will move to the **Completed Work** folder in **InBasket**.

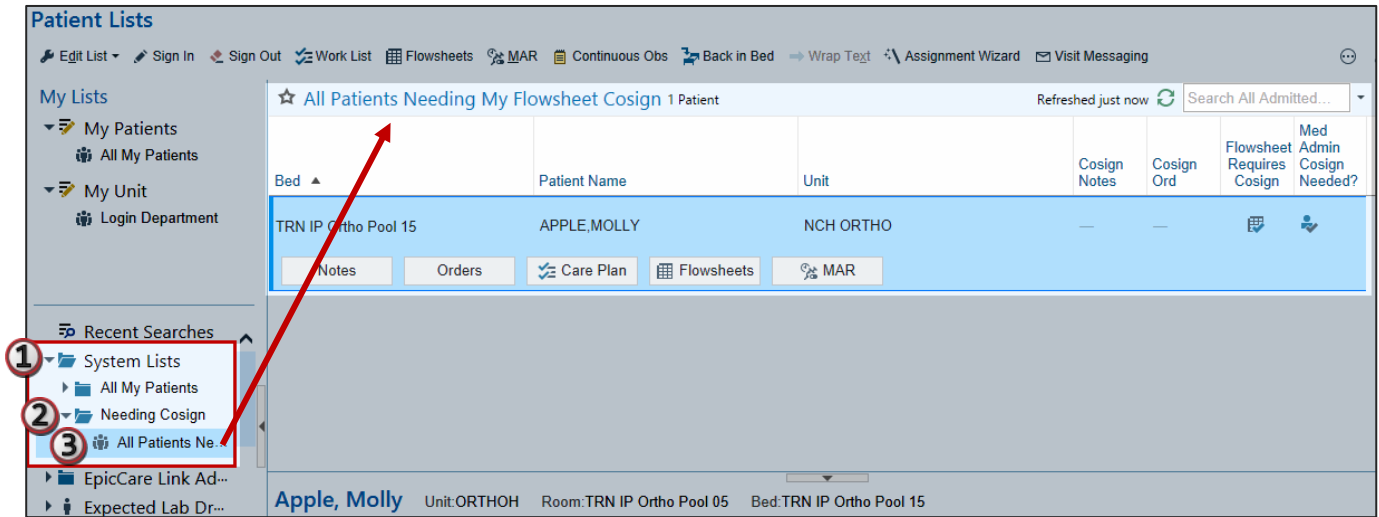


# COSIGNING STUDENT DOCUMENTATION – BY COSIGNER

## Try it Out: System List to Identify Patients Needing Cosign

From Patient Lists, use the **All Patients Needing My Flowsheet Cosign System List** to identify patients with student charting needing cosign.

1. Under **Available Lists** (lower-left), click the **System Lists** folder to show subfolders.
2. Click the **Needing Cosign** folder to show the **All Patients Needing My Flowsheet Cosign System List**.
3. Select the **All Patients Needing My Flowsheet Cosign System List** to see all patients, listed on the upper-right, that have flowsheet documentation in which you were selected as the cosigner.



**Questions – Contact:**

IT Service Desk at (847) 618-HELP (4357)

**Additional Epic Training educational materials:**

Visit NCH [TechKNOWlogy](#) page or press **F1** from within Epic for your **Learning Home Dashboard**

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