Instructor Cosign for Students

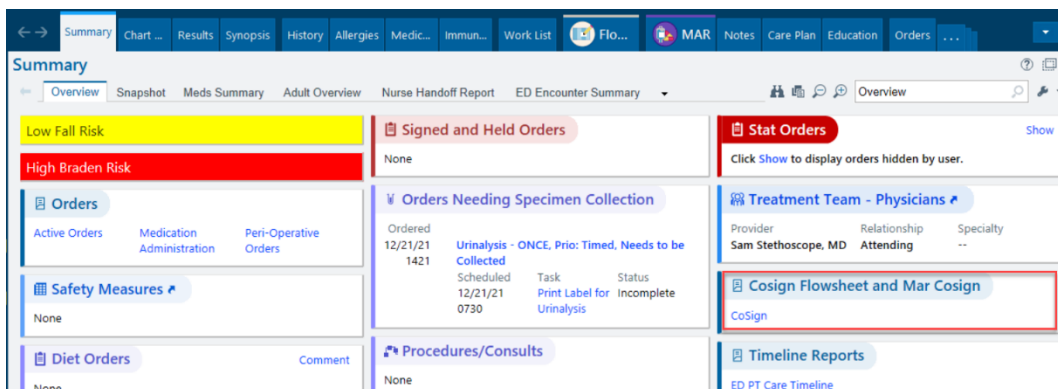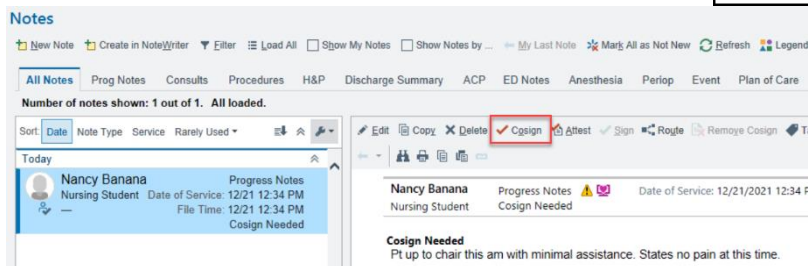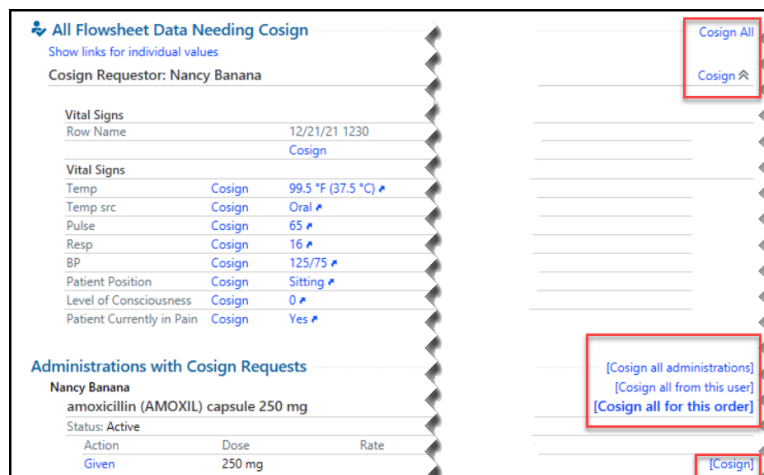**BON SECOURS MERCY HEALTH**

1. When student's login they are prompted to elect their cosigner, from the "Default Cosigner" screen.

a. Once the student has documented in a patient chart, the instructor (or preceptor) will have to login to the patient's chart, to cosign the student's documentation. This will be done in two places.

b. **Patient Summary**> **Overview Report**- this will hold all MAR and Flowsheet documentation.

c. Once the cosign button is selected all Flowsheet and MAR items can be cosigned.

d. Notes must be signed individually from within the notes section

Additional Helpful Tools for Instructors

To help with the cosign process there is a patient list column that can be added to quickly identify those charts that need cosigned.

Adding columns to the patient list:

1. Select the folder or name of the list you wish to add the column
2. Select **Edit list** in the top left corner> **Properties**
3. Search **Cosign** in the search box on the right.
4. **Select** the column desired
5. Click **Add column** to add to your list.

For the legacy Mercy sites:

For Legacy Bon Secours Sites