# **Instructor Cosign for Students**



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 <u>MAR and Flowsheet</u> documentation.

	Summary	Chart	Results		History	Allergies	Medic	Immun	Work List	💽 Flo	🚯 MAR	Notes	Care Plan	Education	Orders		•
Summ	Summary																? 🗆 •
Cverview Snapshot Meds Summary Adult Overview						erview	Nurse Handoff Report ED Encounter Summary -				H 🖷 🔎 🗩 Overview					<i>, p</i> -	
Low Fall Risk						E Signed and Held Orders				🖹 Stat Orders					Show		
High Braden Risk						None					Click Show to display orders hidden by user.						
E Orders						V Orders Needing Specimen Collection				🛞 Treatment Team - Physicians 🍙							
Activ	Active Orders Medication Peri-Operative Administration Orders						Ordered 12/21/21 Urinalysis - ONCE, Prio: Timed, Needs to be 1421 Collected				Provider Relationship Specialty Sam Stethoscope, MD Attending						
III Safety Measures 🖉						Scheduled Task Status 12/21/21 Print Label for Incomplete 0730 Urinalysis				E Cosign Flowsheet and Mar Cosign							
None				- L	CoSign												
	Diet Orders Comment						Procedures/Consults None				Timeline Reports						
None					ED PT Care Timeline												

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



#### Notes

📩 New Notes 📩 Create in Note 💥 riter 🐨 Filter 🔠 Load All 🗌 Show My Notes 📄 Show Notes by ... 🖮 My Last Note 👷 Mark All as Not New 📿 Refresh 🎎 Legend



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:

Available Columns 7 matches for 'cosign'		Courte Cooign	×						
Caption	Description		۲						
□ Cosign Required	Select Flowsheet	contains information on notes and orders requiring cosign.							
Flowsheet Requires Cosign	Cosign	displays an icon if the patient has flowsheet data needing a cosign.							
Flowsheet Requires My Cosign	This column flowsheet da cosign any fl	displays an icon if the user viewing the column has been requested to cosign the ata for the patient. The icon will not display if the user has not been requested to lowsheet data for the patient.							
Med Admin Cosign Needed?	This column	displays an icon Click Add atient has any medication administrations that	~						
Still Looking? Show matches in descriptions									

### For Legacy Bon Secours Sites

Available Columns 6 matches for 'co	sign'				-	cosign		×		
Caption	C	Description		Search 'Cosian'	1					
Cosign Med Admin	1	his column displays whether a pa	ministration	ons needing cosign.		~				
Cosign My Flowsheets	ſ	Displays an icon if the user need to cosign flowsheet data for the patient.								
Cosign Notes	Select Cosign My	his column displays an icon if any notes in the patient's chart need to be cosigned.								
Cosign Ord	Flowsheets'	his column displays an icon if the patient has orders that need to be cosigned.								
E Cosign Required		nis column contains informatio Click 'Add ars requiring cosign.						~		
Still Looking? Show matches in descri	ptions		to your list		+ Add	Column	🗐 С <u>о</u> ру			