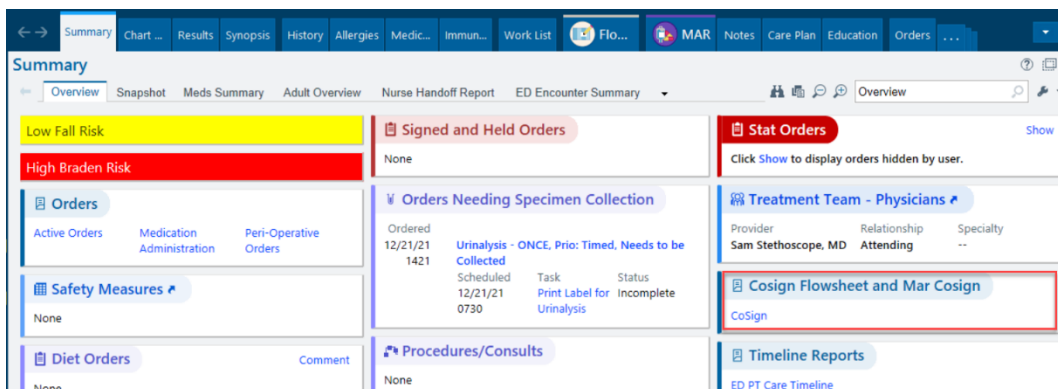


Instructor Cosign for Students

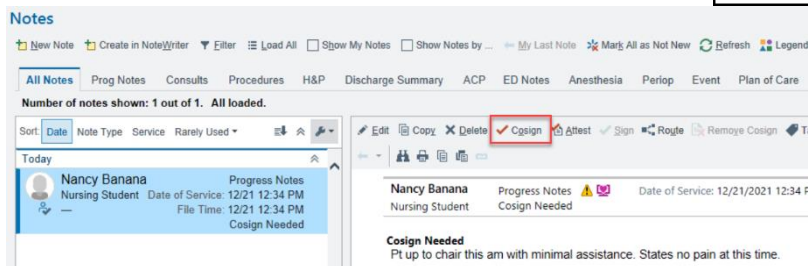
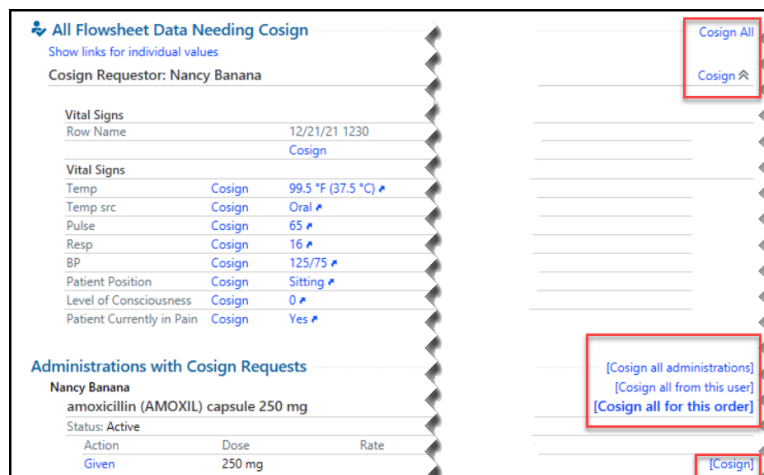
- When student's login they are prompted to elect their cosigner, from the "Default Cosigner" screen.



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



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



- 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'

Caption	Description
Cosign Required	contains information on notes and orders requiring cosign.
Flowsheet Requires Cosign	displays an icon if the patient has flowsheet data needing a cosign.
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.
Med Admin Cosign Needed?	This column displays an icon if the patient has any medication administrations that

Still Looking? [Show matches in descriptions](#)

Buttons: Search Cosign, Add Column, Copy

For Legacy Bon Secours Sites

Available Columns 6 matches for 'cosign'

Caption	Description
Cosign Med Admin	This column displays whether a patient has any medication administrations needing cosign.
Cosign My Flowsheets	Displays an icon if the user need to cosign flowsheet data for the patient.
Cosign Notes	this column displays an icon if any notes in the patient's chart need to be cosigned.
Cosign Ord	this column displays an icon if the patient has orders that need to be cosigned.
Cosign Required	this column contains information on orders requiring cosign.

Still Looking? [Show matches in descriptions](#)

Buttons: Search 'Cosign', Add Column, Copy