

Cosign for Clinical Instructors

Updated: Nov 4, 2024

Training material specifically designed for UVAH (Health System Wide)

This tip sheet will guide Clinical Instructors on Epic's cosign feature.

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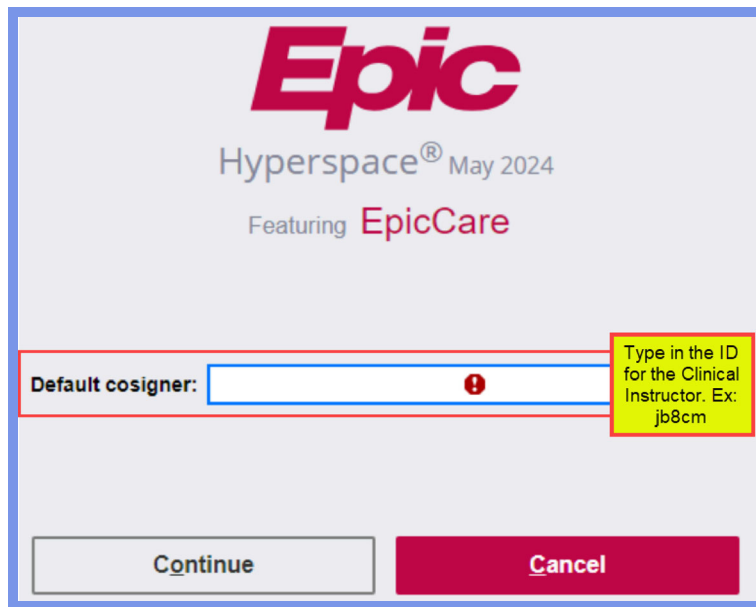
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The Default Cosigner

Students will set a Clinical Instructor or Supervising Provider as the default cosigner for all documentation they enter in Epic. This begins when students first log in to Epic Hyperspace. Once established, all of the student's notes, administered medications, and flowsheet documentation will be sent to the Default Cosigner to cosign.

Student Nurses/LPNs/Techs

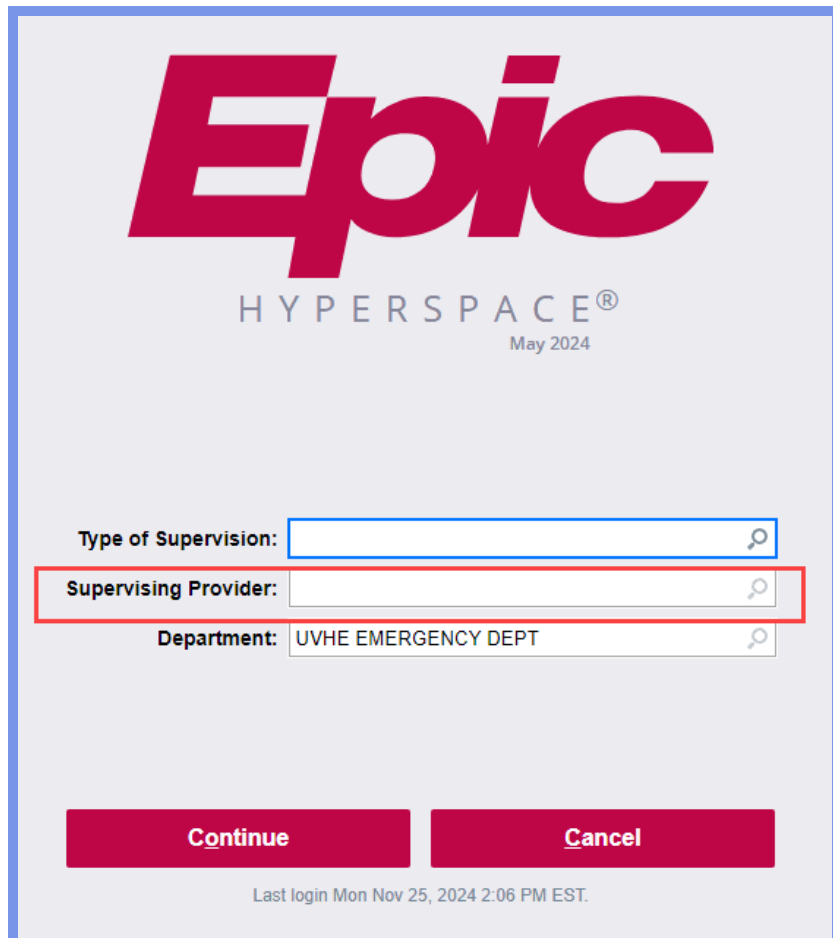
1. Have students log in to **Epic Hyperspace**.
2. Select the department they will work on and click **Continue**.
3. Have the student enter the **computing ID of their instructor** in the **Default cosigner** field,
4. Click **Continue**.



The image shows the Epic Hyperspace May 2024 login screen. At the top, the Epic logo is displayed in red, followed by "Hyperspace® May 2024" and "Featuring EpicCare". Below this is a "Default cosigner:" label next to a text input field. A red box highlights the input field, and a yellow callout box points to it with the text: "Type in the ID for the Clinical Instructor. Ex: jb8cm". At the bottom, there are two buttons: "Continue" and "Cancel".

Provider/Practitioner Students

1. Have students log in to **Epic Hyperspace**.
2. Enter the Type of Supervision and the Supervising Provider, select the Department they will work on, and then click **Continue**.
3. Click through the **Message of the Day**.



The image shows the Epic Hyperspace May 2024 registration screen. At the top, the Epic logo is displayed in red, followed by "HYPERSPACE®" and "May 2024". Below this are three dropdown menus: "Type of Supervision:", "Supervising Provider:", and "Department:". The "Supervising Provider:" dropdown is highlighted with a red box. The "Department:" dropdown shows "UVHE EMERGENCY DEPT". At the bottom, there are two buttons: "Continue" and "Cancel". At the very bottom, it says "Last login Mon Nov 25, 2024 2:06 PM EST."

Cosigning Student Documentation

Clinical Instructors can cosign documentation recorded immediately from the patient's chart using the Flowsheet, Summary, and Notes activity. *Clinical Instructors will have to open each patient's chart to review and cosign on all data entered.* After 24 hours, an In Basket message will populate, alerting the Clinical Instructor of documentation that requires their signature.

Cosign Flowsheet Documentation

The Summary Activity

1. Open the patient's chart.
2. Scroll to the All Flowsheet Data Needing Cosign section on the **Summary** activity **Index Nurse Report**.
3. Click the **Cosign hyperlink** underneath the date and time to cosign an entire time column.
4. To cosign individual row values, click the **Cosign hyperlink** to the left of the row values.

The screenshot shows the 'Summary' activity interface. At the top, there are tabs: 'Index Nurse' (selected), 'IDEAL Handoff of Care', 'Due Meds', and 'Overview'. Below the tabs, there is a section titled 'Orders Needing Specimen Collection' with a 'None' status. The main section is 'All Flowsheet Data Needing Cosign', which includes a link 'Show links for individual values' and the text 'Cosign Requestor: Casey Aneri'. Below this is a table of vital signs. A red callout '3' points to a 'Cosign' link under the date and time '11/04/24 1130'. A red callout '4' points to a column of 'Cosign' links for individual vital signs.

Vital Signs		
Row Name		11/04/24 1130
		Cosign
Vital Signs		
Temp	Cosign	37.7 °C (99.9 °F)
Pulse	Cosign	106
Resp	Cosign	24
BP	Cosign	106/65
BP Location	Cosign	Right arm
BP Method	Cosign	Automatic
Patient Position	Cosign	Sitting

The Flowsheet Activity

Within the Flowsheet activity, there are two ways a Clinical Instructor can cosign on student documentation:

- Review and cosign all documentation through a report.

- Cosign documentation by time columns.

1. With the **Flowsheet activity** open, click the **Cosign** button located on the toolbar.

- This button will only be available when there is data to cosign.

2. To cosign on *all documentation* listed within the report, click the hyperlink **Cosign All**.

3. To cosign on documentation recorded by *an individual student*, click the **Cosign** hyperlink to the right of the requester's name.

The screenshot displays the 'Flowsheets' application interface. A modal dialog titled 'Flowsheet Data Needing Cosign' is open in the center. The dialog contains the following elements:

- A header bar with the text 'All Flowsheet Data Needing Cosign' and a 'Cosign All' button.
- A link labeled 'Show links for individual values'.
- A section titled 'Cosign Requestor: Lincoln Marketing' with a 'Cosign' button next to it.
- A table listing various assessment items with 'Cosign' links:

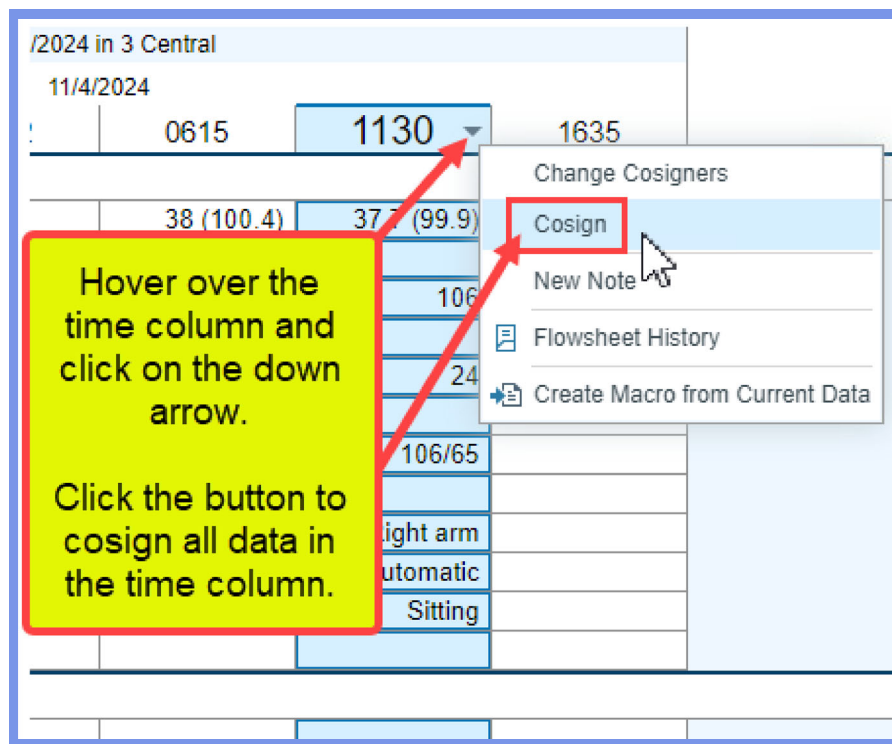
Adult Assessment	Row Name	03/02/23 1008	Cosign
Charting Type	Charting Type	Shift Assessment	Cosign
Neurological	Neuro (WDL)	X !	Cosign
Neuro Additional Assessments	Neuro Additional Assessments	Neuro Symptoms	Cosign
Neuro Symptoms	Neuro Symptoms	Anxiety;Headache !	Cosign
- A 'Close' button at the bottom right.

The background interface shows a sidebar with a list of vital signs (Vital Signs, Alertness, Safety, Oxygen Therapy, POSS, Pain Assessment, etc.) and a main panel displaying patient data for '3/2/23 1008', including 'Patient Currently in Pain' status and 'Value Information'.

Flowsheet Activity

4. To cosign documentation by time, hover over the desired time column and click the **down arrow**. This will select (highlight) the entire time column.

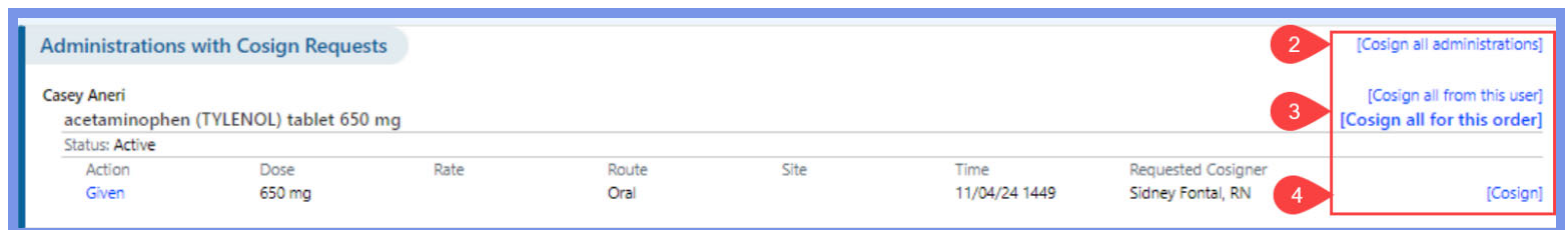
5. From the drop-down menu, click **Cosign**. This cosigns *all documentation* within that time column.



Cosign Administered Medications

The Summary Activity

1. Scroll to the **Administrations with Cosign Requests** from the **Summary** activity **Index Nurse Report**.
2. To cosign all medications administered to the patient by *more than one student*, click the hyperlink **Cosign all administrations**.
3. To cosign all medications administered to the patient by *an individual student*, click the hyperlink **Cosign all from this user**.
4. To cosign one administered medication at a time, click the hyperlink to the right of the Requested Cosigner, **Cosign**.




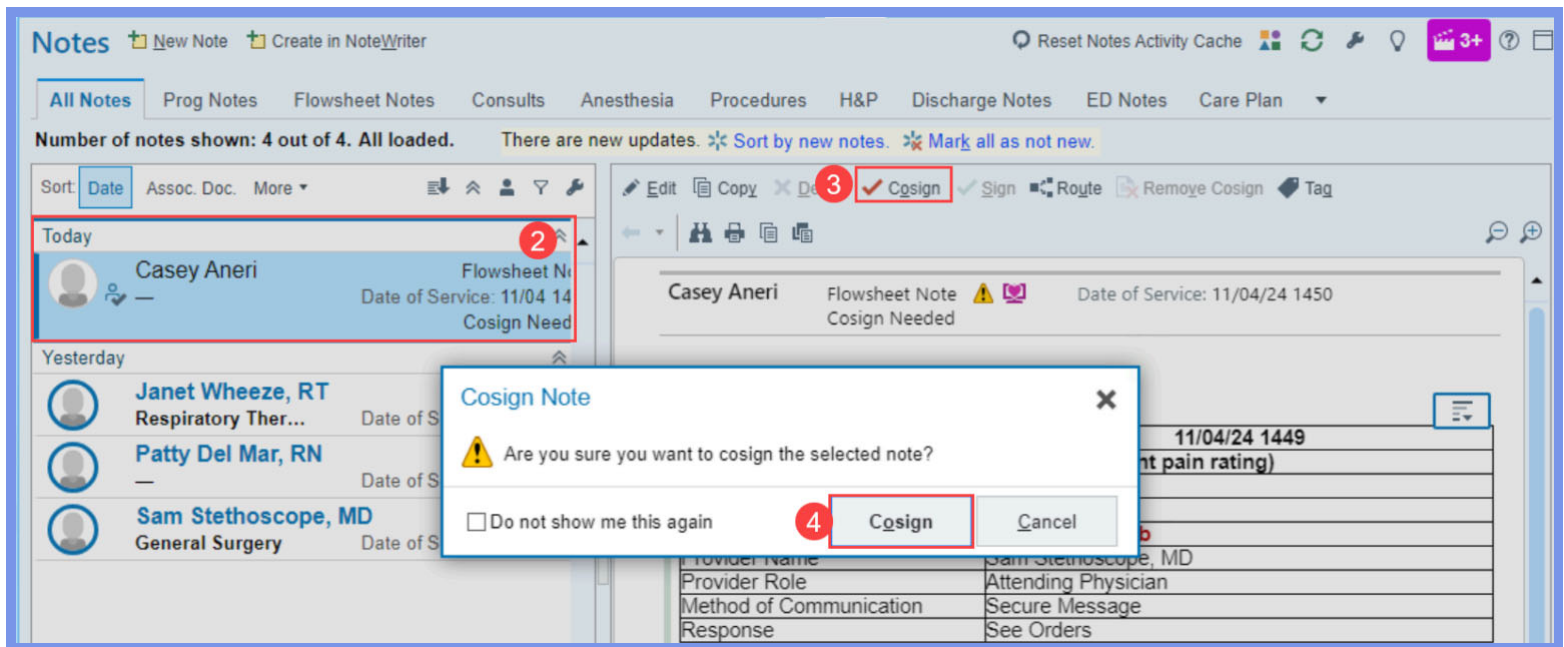
Index Nurse Report

Cosign Student Notes

The Notes Activity

1. With the patient's chart open, go to the **Notes Activity**.

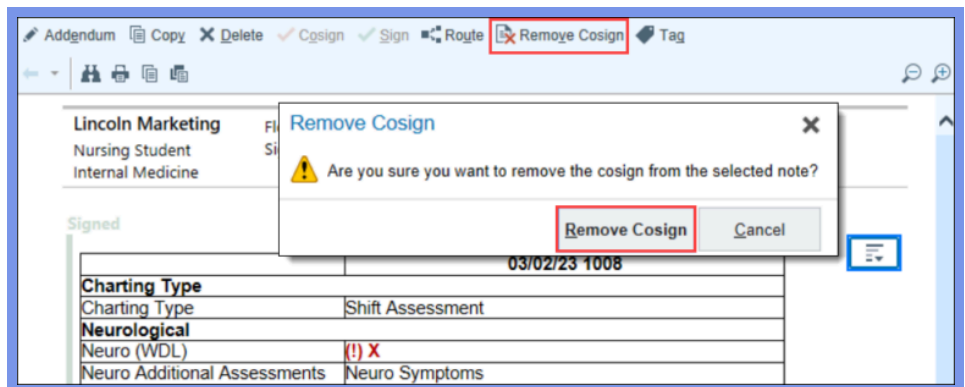
2. Click on the note written by the student.
3. In the banner of the note, click the  **Cosign** button.
4. When the **Cosign Note pop-up window** opens, click **Cosign**.



The Notes Activity


If a Clinical Instructor needs to undo a cosigned note:

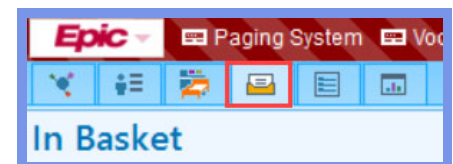
- Select the cosigned note from the list of notes to the left.
- Click **Remove Cosign** from the notes banner.
- In the pop-up window, click **Remove Cosign**.



The In Basket

After 24 hours Clinical Instructors will receive a notification in their In Basket alerting them of cosign requests.

1. Click on the In Basket start-up activity tab.
2. Click on the **Cosign Notes** message type.
3. Click on the **In Basket message** to cosign.
4. Click on the  **Cosign** button from the toolbar.



In Basket

Home Refresh New Message New Patient Message My Pools Search Attach Out of Contact Preferences Manage QuickActions

My Messages

- Chart Completion 37/63
- Results 17/18
- Rx Request 23/23
- Canceled Ord 124/124
- My Open Charts 71/71
- My Open Encounters 426/426
- 2 Cosign Notes 0/1**
- Addendum Notification 26/26
- CC'd Results 47/47
- Cosign - Orders 177/179
- Medication Cancellation 3/3
- Attached & Covering Users 0/0
- Follow-up
- Search
- Sent Messages
- Completed Work

Cosign Notes 0 new, 1 total

Sort Filter

Status	Enc Date	Patient
Read	03/01/23	Anjou, Molly

3

Author: Sidney Durian, RN
Note Type: Progress Notes
Visit Type: Hospital Encounter
Visit Provider:
Specialty: Internal Medicine
Note Status: Cosign Needed
Comment:

4 Cosign

Molly Anjou
Female, 19 y.o., 3/1/2004
MRN: 3040010
Phone: 434-924-5338 (H)
Research Participant
PCP: Albemarle Ctr Fam Med
Primary Cvg: Self Pay

Cosign-Required Note Received: Today
Sidney Durian, RN → Lip Ambip Uva, MD

Attached Notes

Progress Notes by Sidney Durian, RN at 03/02/23 1747

Author: Sidney Durian, RN Service: — Author Type: Registered Nurse
Filed: 03/02/23 1747 Date of Service: 03/02/23 Note Type: Progress Notes
Status: Cosign Needed Editor: Sidney Durian, RN (Registered Nurse)
Cosign Required: Yes

Lab Results Component	Value	Date
WBC	8.00	03/02/2023
RBC	4.00 (L)	03/02/2023
HGB	8.0 (L)	03/02/2023
HCT	23.0 (L)	03/02/2023
MCV	80.0 (L)	03/02/2023
MCH	31.0	03/02/2023
RDW	12.0	03/02/2023
PLT	448	03/02/2023

Provider notified of CBC results. One unit of RBC transfusing.

Note: Removing a cosign cannot be done using the In Basket activity. To undo a cosign, open the Notes activity from within the patient's chart.