

This reference will show the nursing student, the Clinical Instructor, and the bedside preceptor the steps to co-sign student nurse documentation in the Epic system. When the nursing student logs in and accesses the Flowsheet tab to begin documentation, the system will force them to indicate the licensed person that will be co-signing their documentation. If the student is in the facility with an instructor, the cosigner should always be the instructor. If the student is in the facility without an instructor, the bedside preceptor should be the cosigner. This alert will be shown each time they re-enter into the flowsheet tab.

👬 🛄 🛗 Azalea, Ellie	С	× RN:: 8900759 SN: 9164 • 1	Collection: None DOB: 07/20/2003 Age/Legal Gender : 15 yrs, F	Rm/Bed: B4 Pool-NONE Allergies: Pcn [Penicilins] Weight (kg): 47 BSA: 1.4 m <sup>2</sup>	Attending: None Isolation: None Infection: None Guardian Pref Lang Admission Med Re		Code:	Class / Accommodali Admitted, Med/Surg MyChart: Inactive CHPG: None My Pat List Reminder	Saf	Sticky Note: 1 ecialty Comments: eLink:	
$\bullet \bullet \bullet$	Flowsheets										
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Begin typing the co-signer's name and the system will give options. Be sure to choose the correct co-signer and click the accept button.



As the student completes the documentation and FILES the entry, the audit trail will indicate the student's name as the documenter and the cosigner's name will appear under the cosign requested.



When there is documentation to be cosigned, there is a yellow button for Cosign Report visible on the flowsheet. Clicking on the button will display the documentation that needs cosigned.

N 48 K	Azalea, Ellie	×									ACE	1 TRAINING ENV		Search
Azalea, Ellie	MRN:: 89007 CSN: 9164			Bed: B4 Pool-NONE aies: Pcn [Penicilins]	Attending: None		Code:	Class / Accommodation Admitted, Med/Surg	My Sticky Note: 1 Specialty Comments:					
	018		e/Legal Gender : 15 yrs, F Weig	pht (kg): 47	Infection: None Guardian Pref Lano	English		MyChart: Inactive CHPG: None	SafeLinic					
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Immunizations	Heart Rate		Additional Drip Dose Rows?								В	IP: 120/80	115/60	118
Flowsheets	Respiratory Rate Blood Pressure	N N	Patient Activity								ī	ipO2: —	99.%	98 5
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The pop-up box will display the documentation that must be co-signed, the licensed staff member can *cosign all* or *cosign one item* at a time by clicking the appropriate button to the right.

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zalea, Ellie	(	MRN:: 8900759 CSN: 9164	Collection: None DOB: 07/20/2003 Age/Legal Gender : 15 yrs, F	Rm/Bed: B4 Po Allergies: Pcn [I Weight (kg): 47 BSA: 1.4 m <sup>2</sup>	Penicillins]	Isola Infec Gua	nding: None ation: None ction: None rdian Pref Lang: En lission Med Rec Co		Code:	Class / Accommodati Admitted, Med/Surg MyChart: Inactive CHPG: None My Pat List Reminder	Safe	Sticky Note: 🔁 cialty Comments: eLink:		
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The audit trail now shows that the information was documented by the student and co-signed by the licensed staff member.

Epic - 🏠	Home 📲 Patient Lists 🏢 U	pToDate	🚍 Unit Sched 🔤 In Basket 🛗 Schedule	🚔 Unit Manager 🛛 🚑 E	Bed Planning 🖪 Bed	Board 👘 Pt Station	🔎 My Reports 🔎	Provider Finder 🔚 Calcu	ilator  ፼ My SmartPhrases 🌜 Telephone Call 📲 OR Reports 🗸
💘 🚛 🗔	Azalea, Ellie	×							
Azalea, Ellie	MRN:: 8900 CSN: 9164	D	ollection: None Rm/Bed: B4 F DB: 07/20/2003 Allergies: Pon Jer/Legal Gender : 15 yrs, F Weight (kg): BSA: 1.4 m <sup>2</sup>	(Penicillins)	Attending: None Isolation: None Infection: None Guardian Pref Lang: E Admission Med Rec (		Code:	Class / Accommodation Admitted, Med/Surg MyChart: Inactive CHPG: None My Pat List Reminders: No	My Sticky Note: 1 Specially Comments: SafeLink:
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History	Patient Activity	✓		1106	1115	1119	1145	1220	
Allergies	Temperature	✓	Additional Vital Signs						Value Information  —
Immunizations	Heart Rate	✓	Additional VS Rows Needed?						110 Taken by:
Flowsheets	Respiratory Rate Blood Pressure	<b>&gt;</b>	Patient Activity						Sara Adrenal at 01/03/19 1106 (today) Recorded by:
Intake/Output	OXYGEN/MONITORS	×√	Activity	Asleep:Calm				<b>\</b>	Sidney Apple, RN at 01/03/19 1117 (today)
MAR	DRIPS	~ ▼ ≪ ▼	Temperature			I			Cosign by: Sidney Apple, RN at 01/03/19 1117
Notes	PAIN/SEDATION	≈√	Temp	<b>!</b> 39 (102.2)				1 38.2 (100.8)	Mins/Maxes 🗞
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NICU	ORAL CARE	≈ 🗸	BP Location BP Cuff Size					*Arm, Right	by Deb Gurney, RN at 01/03/19 1220
Change of Ca	ADDITIONAL ASSESSMENT RO	_	BP Cuff Size Changed, Why?						by Sara Adrenal at 01/03/19 1106
Order Manag	LINES CARE PROGRESSION	×√ ×√	BP Patient Position					Sitting	by Deb Gurney, RN at 01/03/19 1042
Admission	MEASUREMENTS	∞ ✓ ⊗ ✓	Oxygenation						110 by Gladys K Wambaa, RN at 01/03/19 0700
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transfer or o			TE Fuise Ox Site (#1)						First Filed Value 😞

When all documentation is cosigned, the button disappears on the flowsheet. This is an easy way for the instructor or bedside preceptor to validate that all documentation has been cosigned.