



Nursing Student Epic Documentation: Instructor/Preceptor Co-sign Process

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.

The screenshot displays the Epic Flowsheet interface for patient Azalea, Ellie. The interface includes a top navigation bar with patient information (MRN: 8900759, CSN: 9164, DOB: 07/20/2003, Age/Legal Gender: 15 yrs, F) and a left sidebar with navigation options like Summary, Flowsheets, and Intake/Output. The main area shows a Flowsheet for 'Dallas Main Emergency' with columns for time (1106, 1115, 1119, 1145, 1220, 1438, 1440). A 'Cosigners' dialog box is overlaid on the flowsheet, prompting the user to select a cosigner. The search field contains 'APPLE, SIDNEY', and the 'Accept' button is visible. The dialog box is circled in red.

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.



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

Value Information ⌵

38.3 °C (100.9 °F) !

Taken by:
Sara Adrenal at 01/03/19 1252 (today)

Cosign requested for:
Sidney Apple, RN

Mins/Maxes ⌵

Max:	65.6 °C (150 °F)
Warn Max:	38 °C (100.4 °F)
Warn Min:	36 °C (96.8 °F)
Min:	-17.8 °C (0 °F)

Cosigners ⌵

Sidney Apple, RN	(Requested)
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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.

The screenshot shows the Epic Flowsheets interface for patient Azalea, Ellie. A yellow button labeled "Cosign Report" is circled in red. The interface includes a patient summary at the top, a list of flowsheet categories on the left, and a data table with columns for time (1145, 1220, 1438, 1440) and rows for various vital signs and activities. A "Vitals" summary panel is visible on the right side of the screen.



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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.

The screenshot shows the Epic Flowsheets interface for patient Azalea, Ellie. A 'Cosign Report' pop-up window is displayed, titled 'Flowsheet Data Needing Cosign'. The window lists various data points that require co-signing, including Temperature, Heart Rate, and Blood Pressure. The 'Cosign Requestor' is Sara Adrenal. The pop-up window has a red circle around the 'Cosign All' and 'Cosign' buttons.

ICU Freq VS/Asmt	Row Name	Activity	Temp	Heart Rate	Blood Pressure
	01/03/19 1106	Asleep;Calm	39 °C (102.2 °F) !	Tympanic	120/80



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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.

The screenshot shows the Epic EMR interface for patient Azalea, Ellie. The 'Flowsheets' section is active, displaying a 'Cosign Report' for Dallas Main Emergency on 1/3/19. The report includes vital signs and other clinical data. A red circle highlights the 'Value Information' section for Pulse, which shows the following details:

- Value: 110
- Taken by: Sara Adrenal at 01/03/19 1106 (today)
- Recorded by: Sidney Apple, RN at 01/03/19 1117 (today)
- Cosign by: Sidney Apple, RN at 01/03/19 1117

The 'Cosigners' section also lists Sidney Apple, RN at 01/03/19 1117. The 'Last Filed Values (24 hours)' section shows a list of recent vital sign readings, including Pulse 112 by Cherry Ames, RN at 01/03/19 1440, and Pulse 110 by Sara Adrenal at 01/03/19 1106.

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.