



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 Flowsheets interface for a patient in the Dallas Main Emergency department. The interface includes a navigation menu on the left with categories like VITAL SIGNS, PATIENT ACTIVITY, and TEMPERATURE. The main area shows a grid of vital signs and assessment data. A red circle highlights a 'Cosigners' dialog box that is open over the data. The dialog box has a search field containing 'APPLE, SIDNEY' and two buttons: 'Accept' and 'Cancel'.

Category	1106	1115	1119	1145	1220	1438	1440
Additional Vital Signs							
Patient Activity	Asleep;Calm						Crying;Agitation
Temperature	Temp 38.3 (102.2)						Temp 38.3 (101)
Heart Rate	Pulse 110						Pulse 112
Respiratory Rate	Resp 24				20		Resp 24
Blood Pressure	BP 120/80				BP 115/60		BP 118/88
BP Location					Arm, Right		*Arm, Left
BP Cuff Size							
BP Cuff Size Changed, Why?							
BP Patient Position					Sitting		Sitting

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)

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. Another option is to look for the icon in the column “Flow Cosign/RX Message/New Result”

Flowsheets

Cosign Report

Additional VS Rows Needed?

Patient Photo	Patient	Admission Info	Private Encour if Starrec	Attending/Service	Orders/ Overdue Meds/ Specimen	Flow Cosign/ RX Message/ New Result	Req Doc Admi	Treatment Team
	Aster, Ellie 15 y.o. / F	B4 Pool/NONE Acute appendicitis...		Surgery				Martin Stitch, MD - Admitting No Attending Provider(s) Sidney Apple, RN - Registered...
	Excellent, Emma 15 y.o. / F	B4 Pool/NONE Acute appendicitis...		Martin Stitch, MD Surgery				Martin Stitch, MD - Admitting Martin Stitch, MD - Attending Sidney Apple, RN - Registered...



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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. A pop-up window titled "Flowsheet Data Needing Cosign" is open, displaying a list of data points that require co-signing. The window includes a "Needs Cosign" header and a "Cosign Requestor: Sara Adrenal" field. The data points are organized by category, with "Cosign" buttons next to each item. A red circle highlights the "Cosign All" and "Cosign" buttons.

Category	Item	Value	Status
Patient Activity	Activity	Asleep/Calm	
	Temp		
Temperature	Temp	39 °C (102.2 °F) !	Cosign
	Temp src	Tympanic	
Heart Rate	Heart Rate		
Pulse	Pulse	110	Cosign
Respiratory Rate	Respiratory Rate		
Resp	Resp	24 !	Cosign
Blood Pressure	Blood Pressure		
	BP		
MAP (mmHg)	MAP (mmHg)		
	BP Location		
BP Cuff Size	BP Cuff Size		
	BP Cuff Size Changed, Why?		
BP Patient Position	BP Patient Position		
	Oxygenation		
SpO2	SpO2	99	
Pulse Ox Site (#1)	Pulse Ox Site (#1)	98	
Heparin - Impella (VAD) Purge Fluid			

The audit trail now shows that the information was documented by the student and co-signed by the licensed staff member.



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The screenshot displays the Epic Flowsheets interface for a patient named Dallas Main Emergency. The interface is titled "Flowsheets" and includes a menu bar with options like "File", "Add Rows", and "Refresh". The main area shows a "Cosign Report" for the patient, with a table of vital signs and a right sidebar containing patient information and cosigners. A red circle highlights the "Cosigners" section in the right sidebar, which lists "Sidney Apple, RN" with a date of "01/03/19 1117".

Time	1106	1115	1119	1145	1220
Heart Rate	110				
Respiratory Rate	24				
Blood Pressure	120/80				
Temperature	39 (102.2)				38.2 (100.8)

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.