OVERVIEW:
This tip sheet defines the process of Student Nurse Cosign of an Instructor or Preceptor. Documentation that will be cosigned includes: Flowsheets, MAR and Notes.

End Users Affected: EpicCare Inpatient, Women’s Health

Process:
When logging in, the Student Nurse will be asked to enter a Default Cosigner.

Flowsheet Documentation: The Value Information indicates that the Nursing Student documented the values and that Cosign is requested from the nurse.

When the Instructor/Nurse logs in:
• The Cosign Report button is available in Flowsheets.
• The Instructor/Nurse can:
  – Cosign All data.
  – Cosign an entire column.
  – Cosign individual rows.
• Please Note: Any Nurse can cosign the Student’s data. It is not just limited to the Default Cosigner.
Student Nurse Cosign

**MAR Documentation:**
- When the Student Nurse documents medication administration, the Default Cosigner will automatically display in the MAR Admin window.
- The Student Nurse can change their Cosigner each time they give a med if needed.
- Note: Having a Cosigner documented here is a hard stop.

![MAR Documentation Image]

**Notes Documentation:**
- When a Note is documented, the **Cosign Required box** is automatically checked and cannot be unchecked.

![Notes Documentation Image]
Cosign Report:

- The **Cosign Report** is found on the **Summary Activity**.
- Allows Cosigner to Cosign all Flowsheets and MAR documentation from one report.
- If there is a Note to be Cosigned, a message will also display that states **Go to the Notes Activity to Cosign Notes**.

When the Cosigner goes to the **Notes Activity**, they will have the option to **Cosign** or **Attest** the note if they want to add on to the note. After clicking Cosign, the Instructor/Nurse displays as the Cosigner.

Contact your site CIE with questions.
Instructor/Nurse:

- Three Patient Lists columns exist that can be added to your folders to keep track of which patients have items to be cosigned.
  - Flowsheet Requires My Cosign column
  - Cosign Notes column
  - Med Admin Cosign Needed column

- This is especially helpful if you have more than one student you are overseeing at a time.