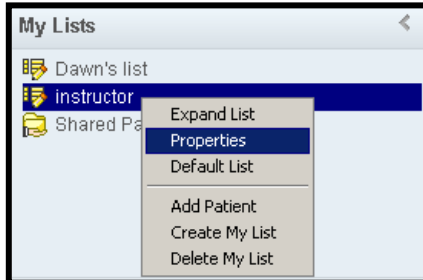


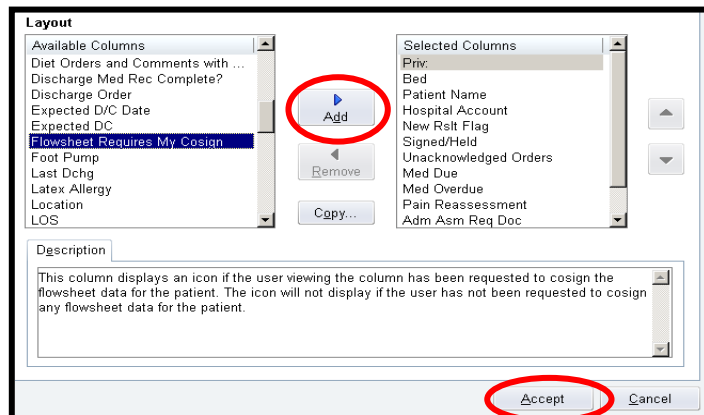
Nursing Student Faculty Tip Sheet

Adding the **Flowsheet Requires my Cosign** PAF Column to your My List

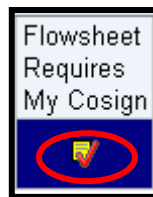
- Right Click on your My List and Select Properties



- Scroll down and select **Flowsheet Requires My Cosign**. Click **Add** and then Click **Accept**.

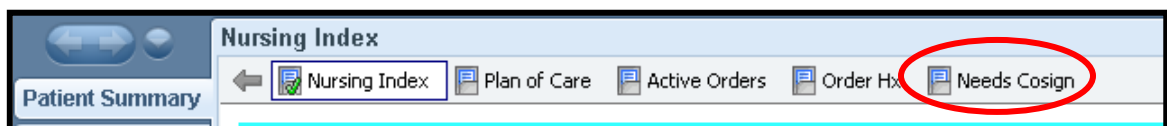


- You will now have the PAF column available in your My List. If a patient in your list has flowsheet documentation that needs your cosign you will have an icon as shown below.



Cosigning Documentation in the DocFlowsheets

- Double Click on the icon in the PAF column shown above. It will take you to the Patient Summary>Nursing Index of the patients chart. Click on the Needs Cosign Tab.



- The All Flowsheet Data Needing Cosign page will open.

The screenshot shows a table of vital signs data with the following columns: **Vital Signs**, **Cosign**, **Value**, and **Cosign**. The data rows include BP (160/78 mmHg), BP Description (Right arm), Pulse (88), Heart Rate (75 Right, Brachial), Resp (18), Temp (99.3 °F / 37.4 °C), and SpO2 (99 %). Callouts indicate: 'Clicking here will cosign all data' (pointing to the 'Cosign All' link at the top right), 'Clicking here will cosign the entire row' (pointing to the 'Cosign' link in the first row), and 'Clicking either cosign in this row will cosign only the data in this row.' (pointing to the 'Cosign' links in the BP row).

Cosigning a Nursing Note

A vertical navigation menu with the following items: History, Allergies, Immunizations, FYI/Hx Prec, Doc Flowsheets, Intake/Output, Care Plan, Patient Education, **Notes** (highlighted with a red circle), and MAR.

- Open the patient's chart and click on the Notes Navigator
- When the Notes page opens you will know you have a note requiring your cosign by the same icon as seen above in the PAF column.

The screenshot shows the 'Notes' page interface. At the top, there are buttons for 'New Note', 'Addendum', 'Copy', 'Delete', 'Cosign w/o Attest', 'Cosign Note', 'Sign', 'Filter', 'Load All', 'Show My Notes', and 'Show No...'. Below these are tabs for 'All Notes', 'Phys - Progress', 'Nursing/CM', 'Consults', 'Phys - Other', 'Ancillary', 'Care Plan', 'Transcription', and 'Incomplete'. A message states '7 of 7 notes displayed. More to load.' Below this is a table with columns: Author Name, Service, Author Type, Status, Type, and Note Time. One row is highlighted in blue and has a 'Cosign Needed' icon circled in red. The row details are: Author Name: Rn, Student Nurse; Service: Fell, Dawn M., RN; Author Type: Nursing; Status: Signed; Type: Nsg Progress; Note Time: 09/17/2014 1536.

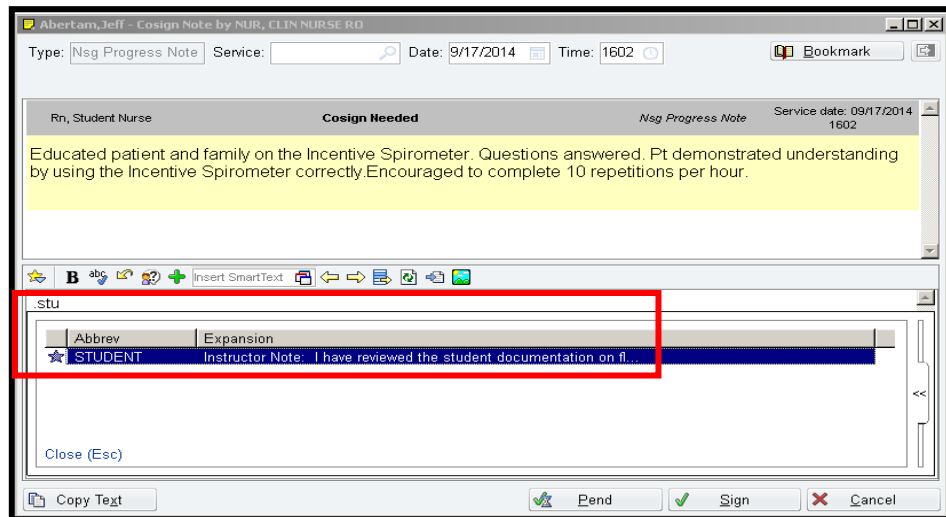
- You can cosign the note in two ways. Click on the Cosign w/o Attest button to simply add your name, date and time to the note.



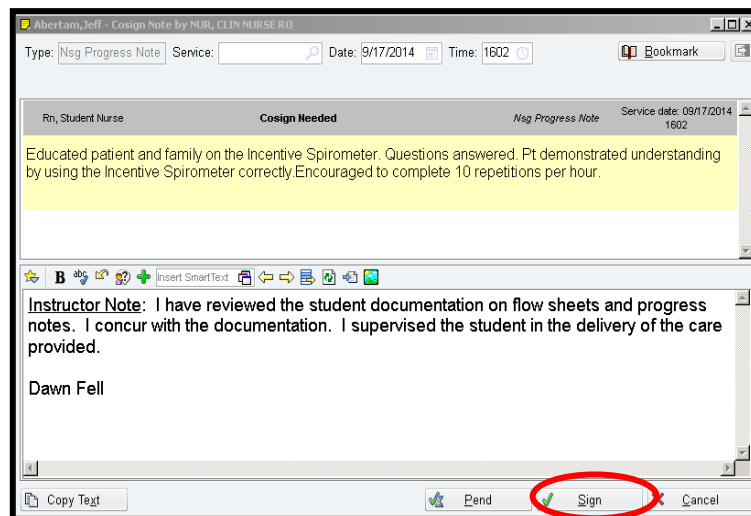
The screenshot shows a note header with the following information: **Rn, Student Nurse**, **Signed**, *Nsg Progress Note*, and Service date: 09/17/2014 1536. The note body contains the text: 'Educated patient and family on the Incentive Spirometer. Questions answered. Pt demonstrated understanding by using the Incentive Spirometer correctly. Encouraged to complete 10 repetitions per hour.' Below the text, the signature is circled in red: 'Cosigned by: Fell, Dawn M., RN [09/17/2014 1558]'.



- Click on the Cosign Note button to add information to the note.
- A new box will open showing the Students note with a box below for you to free text. You can enter the Instructor note by using the .student smart phrase. Start typing the smartphrase as below, .stu and a box will open select the Student smartphrase by double clicking on it.



- This will place the smartphrase in the note. Click Sign.



- The original note can be seen by clicking on the blue link next to original note:

