In Basket Access for Nursing

Target Audience:	Nurses & Nursing Instructors
Effective Date:	September 1, 2020
Location(s):	☒ Farmington Hills ☒ Grosse Pointe ☒ Royal Oak ☒ Troy
Module:	☒ EpicCare Inpatient
Overview:	**Both nurses and nursing instructors have access to the *one*Chart In Basket.**

How it Works:

Nurses and nursing instructors have access to In Basket, they will be able to review, attest and cosign notes assigned to them from their students and orientees. This is to be done in addition to current co-signing measures (i.e. .gn SmartPhrase and Flowsheet Co-Sign Report).

All undergraduate nursing student documentation must be cosigned. This is a regulatory requirement and must be done by the end of the current clinical day.

Nursing Students- Selecting a Cosigner

1. Select the note **Type**, the **Cosigner** field will automatically display.
2. The name of the student's instructor whom they selected for their last documented note will automatically populate in this field.
3. To change the Cosigner, type in their last name and then click search (magnifying glass icon) to add the name.
4. Sign the note, the note will be routed to the selected cosigner's In Basket.

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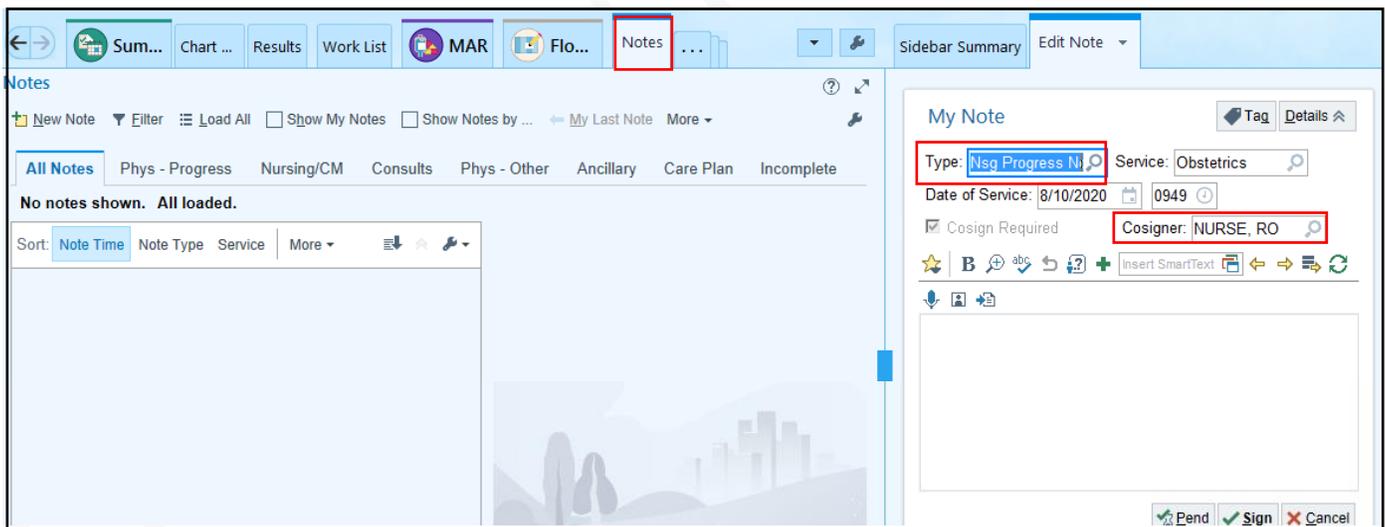
Accessing the In Basket and Cosigning Notes

Envelope icons located in the upper right-hand corner of *one*Chart display In Basket contents; and enable the user to open their In Basket. Nursing Instructors and Nurse Preceptors can cosign all student notes from within the same activity.

1. Click on an envelope icon to open the In Basket:
   - The number of **Cosign Notes** display.
   - The number of folders containing new messages displays.
2. Click the **Cosign Notes** folder to display all notes
3. Single click on a patient name and review the note
4. Click one of the options below as appropriate:
   - **Edit:** To Edit the existing note - **You become the Author.**
   - **Cosign:** To cosign without adding an Attestation statement. The original author remains.
   - **Enc:** To access the patient's encounter for review and documentation.
   - **Attest:** To attest to the note and cosign - **You become the cosigner and you can add an attestation statement.**
   - **Reassign**: Select this option to reassign to a different co-signer. A message will display by which you will type in the last name of the cosigner in the **To** field and then click the search option (magnifying glass icon) to add their name. Click **Send**.

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