

Student Nurse Cosign Request

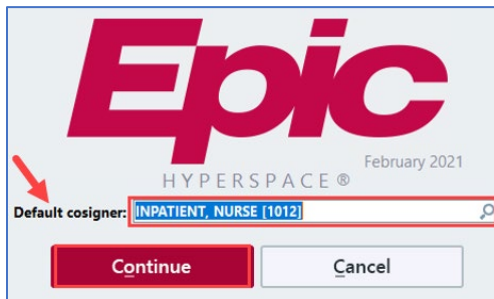
Student nurses can document on the MAR, Flowsheets and Notes activities but must have a supervising RN cosign their charting.

The student nurse will enter the name of a cosigner after logging into Epic.

The supervising nurse will log into Epic to cosign documentation.

Assigning Default Cosigner at Login

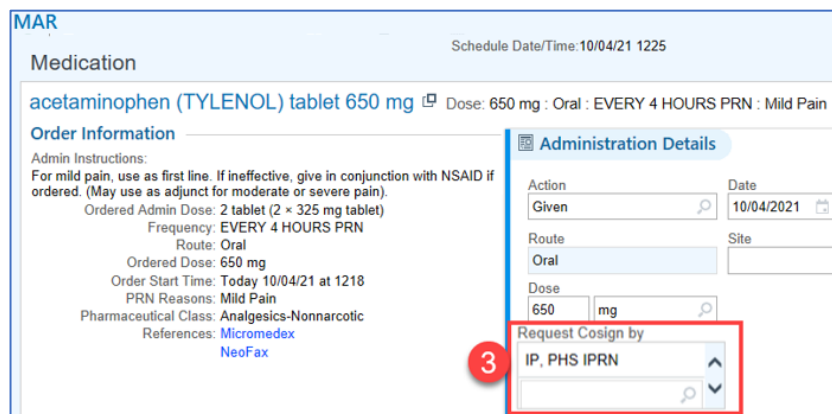
1. Log into Epic
2. Select **Job**, then click **Continue**
 - This step applies if you have more than one role at the facility
3. Search for and select the appropriate **Department**, then click **Continue**
4. Search for and select **Default Cosigner**, then click **Continue**
 - Remember to change your Default Cosigner when logging in for your next shift if appropriate
 - You can also change the Default Cosigner while logged into Epic (see pg. 2)



Medication Administration Cosign Request

The *Default Cosigner* that you selected will appear on the medication administration window. No action is needed unless you need to change the name.

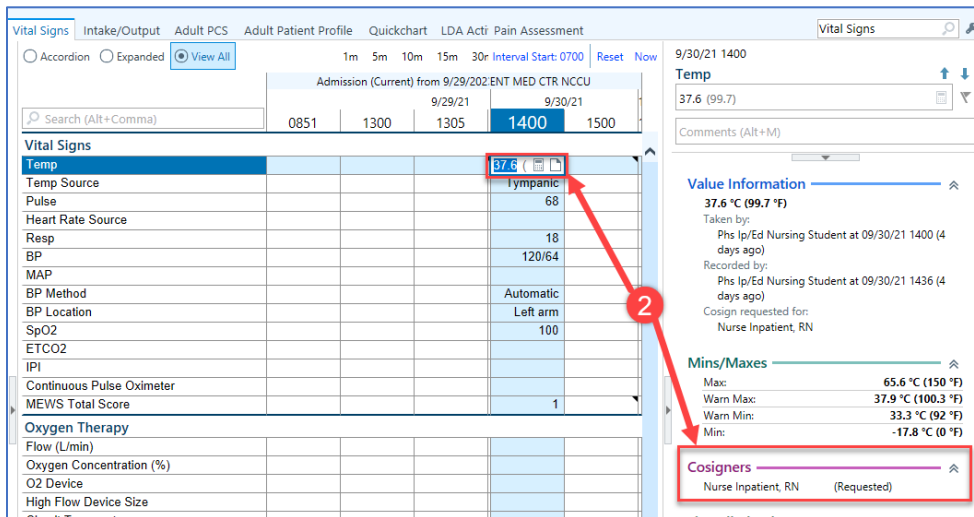
Note: If the cosigner is different you can change it on this screen.



Flowsheet Cosign Request

The *Default Cosigner* that you selected will appear on any flowsheet documentation.

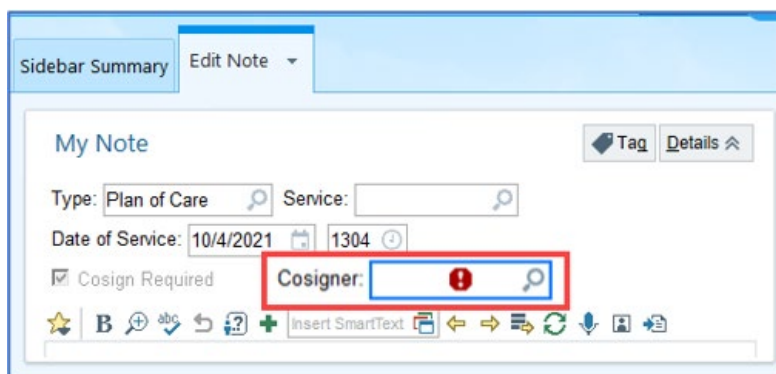
1. Document on the desired flowsheet column
2. Click on a cell to view the cosigner name in Details Report on the right



Notes Cosign Request

The *Default Cosigner* will NOT appear on notes documentation. You will have to enter the name.

1. Click **New Note** from toolbar
2. In the **Cosigner** field, search for & select the cosigner
3. Click **Accept**



Changing Default Cosigner While Logged In

1. Click **Epic** button, select **Change Context**,
2. Click **Continue** to stay in the same department
3. Click in **Default Cosigner** field to change the cosigner
4. Click **Accept & Continue**