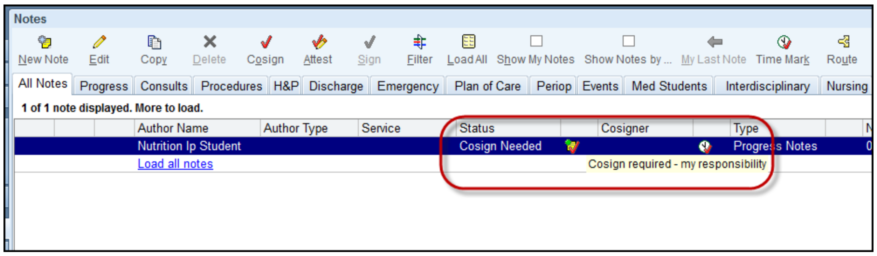
Cosigning Student Documentation

Reviewing and signing documentation performed by students

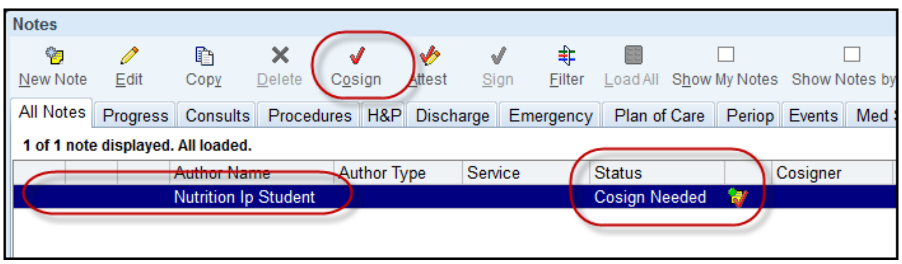
Students have the ability to document in Flowsheets and write notes on the patient. A cosignature is required for student documentation by their preceptor. The documentation requiring cosign can be accessed by navigating to the activity, using Summary reports or by using icons in Patient List columns.

Cosign Notes

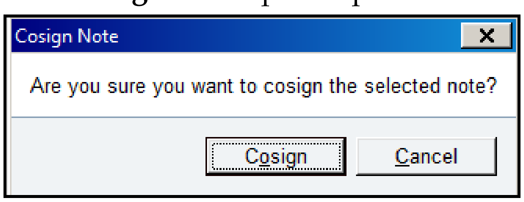
1. Open the **Notes** activity for the patient.
2. Be sure the **All Notes** tab is selected so you can see all the notes.
3. Sort on the **Status** column to see a **Cosign Needed** status and the icon.
    - If you hover your mouse over the icon you can see more information about the cosignature needed.



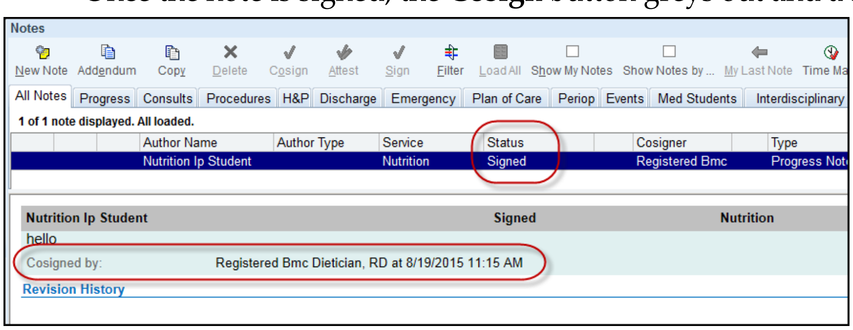
4. Click once on the note needing cosignature to highlight the note.
5. Click the **Cosign** button.



6. Click **Cosign** to accept the question "Are you sure you want to cosign the selected note?"



- Once the note is signed, the **Cosign** button greys out and a status of **Signed** appears.



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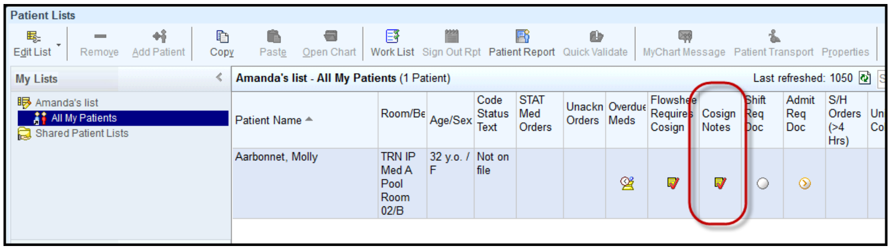
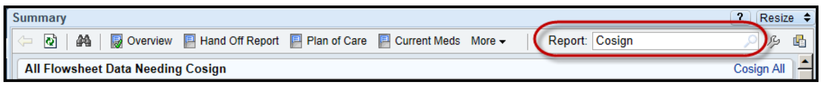
7. You can also access notes which requires a cosignature from your My List. You will need to follow the steps below to add the column to your My List.

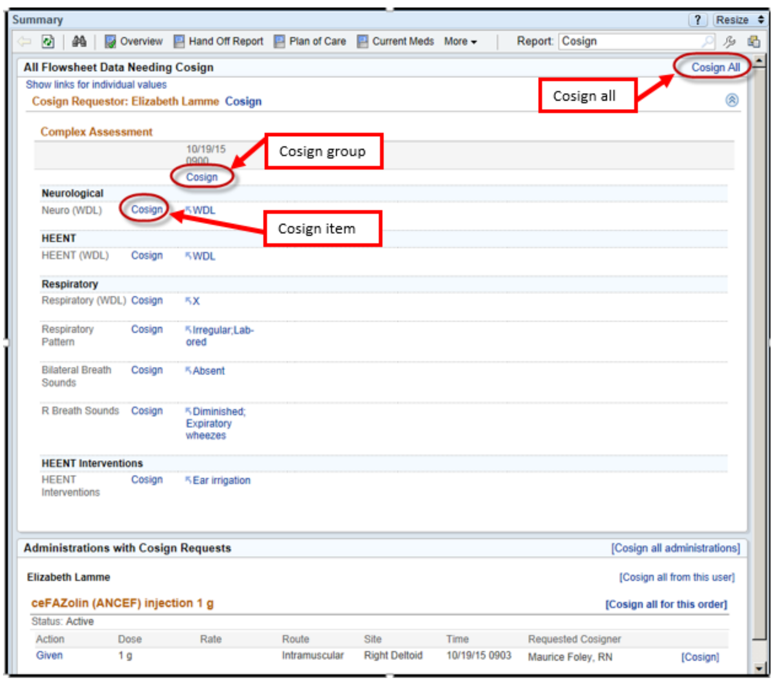


Cosign Flowsheets and MAR documentation

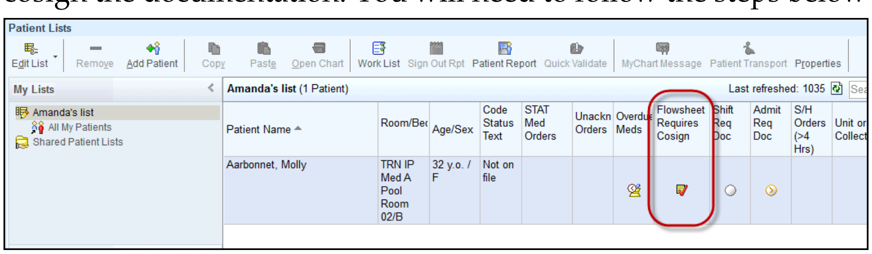
1. Open the Summary activity.
2. Open the Cosign report (You may add this to your list of reports).



3. The report opens and the flowsheet and MAR documentation can be cosigned individually, by group or all at once.



4. Cosign the appropriate documentation.
5. You can also access flowsheet documentation which requires a cosignature from your My List. Double-clicking on the icon will direct you to the Summary activity where you can choose the Cosign report and cosign the documentation. You will need to follow the steps below to add the column to your My List.



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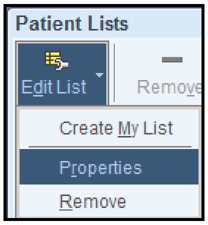
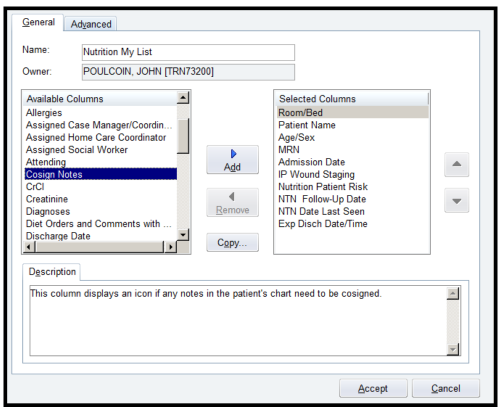
Add columns to your My List to access documentation requiring cosign

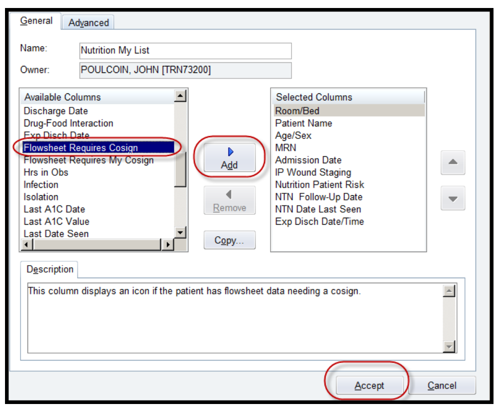
If you do not see columns in your My List for documentation requiring cosign, follow these steps to add columns:

1. Right-click the **My List** you want to modify or click **Edit List** and choose **Properties**.



2. To add a new column to your **My List**, select the column from the list of **Available Columns** and click **Add**.
   - To remove a column you no longer want to appear in your **My List**, select the column from the list of **Selected Columns** and click **Remove.**
   - To rearrange the order in which the columns appear within your **My List**, click the column you want to move and click the **Up** or **Down** arrow.
   - A preview of the column headers appears at the bottom of the window.
3. Click **Accept**.





Suggested columns for cosignatures include:

- Cosign notes
- Flowsheet Requires Cosign
- Flowsheet Requires My Cosign

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Assigning a Preceptor

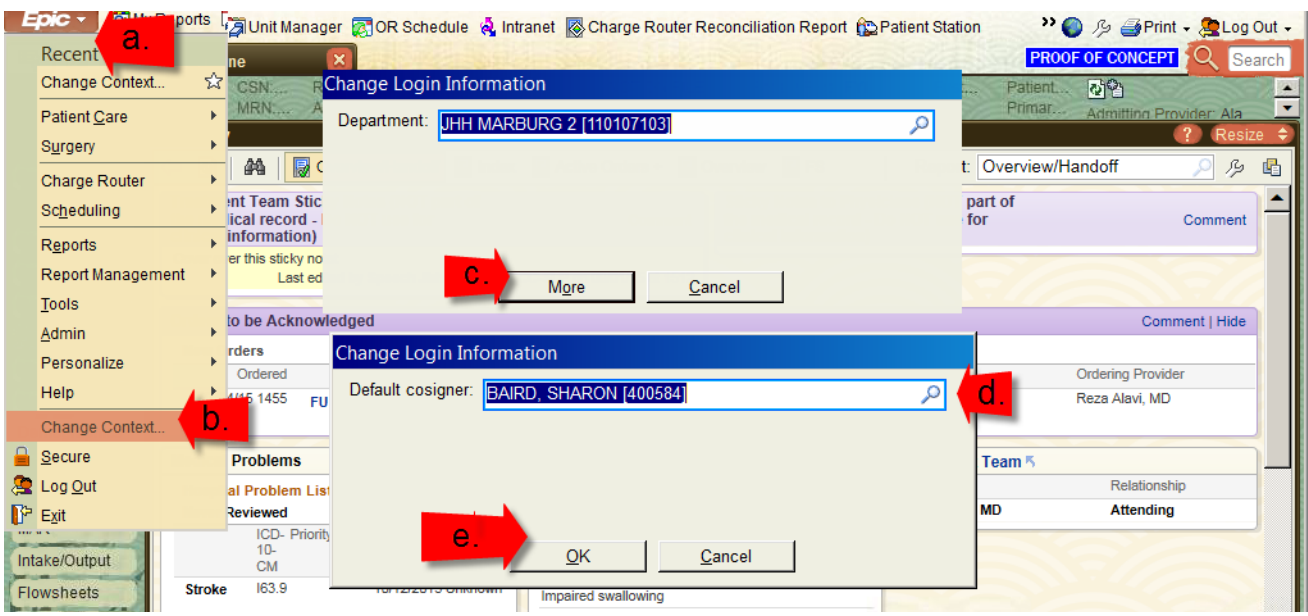
Enter the Default cosigner during log in

Nursing & Ancillary students will be prompted to enter a preceptor when they log in.

Check It Out

1. Log into hyperspace.
2. At the **Default cosigner** field enter the name of the preceptor you will be working with.

3. If you need to change your preceptor during your shift.
    a. Click on the EPIC button.
    b. Click Change Context.
    c. Click **more** on the Change Login Information window with the department field.
    d. Update the Default cosigner.
        - You can use the magnifying glass to search for the appropriate preceptor.
    e. Click OK.



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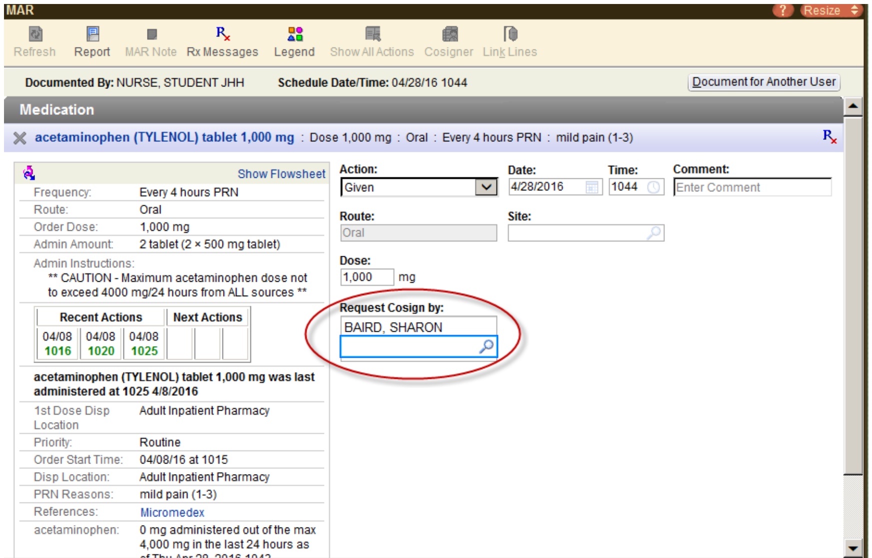
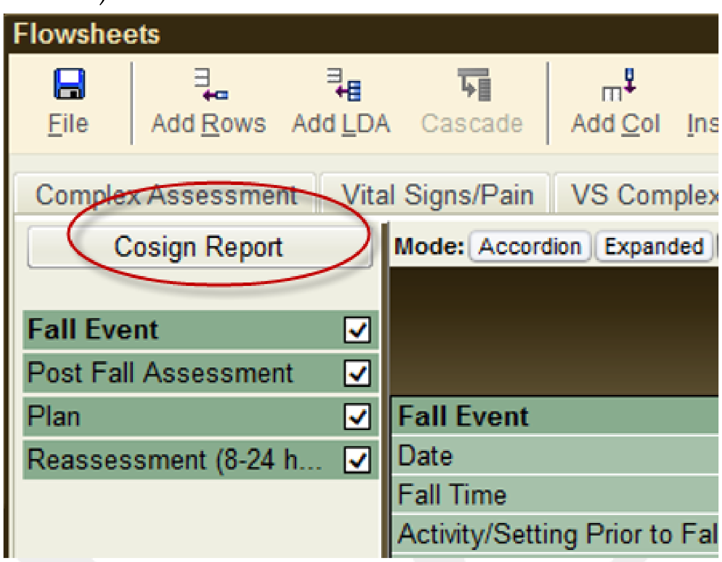
4. On the MAR you can see the cosigner listed in the administration window.

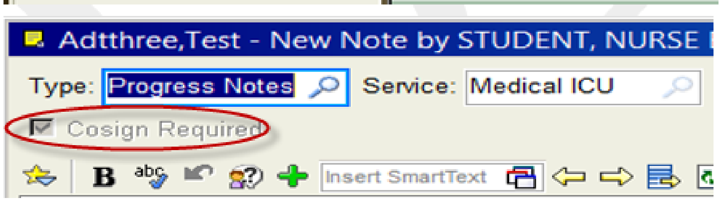
- You can add additional cosigners as appropriate.



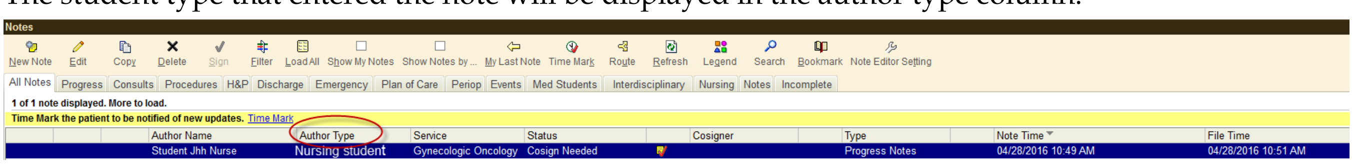
Points to Note

- The cosign request is automatically generated from the MAR, flowsheets, and notes (no additional steps are needed)





- The student type that entered the note will be displayed in the author type column.



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Logging in to Epic for Users with Multiple Job Roles

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How to Log in and Switch Job Roles

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In Epic, users with multiple job functions have more than one job role in the system. When you log into Hyperspace,

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it is essential to select the correct job in order to see the tools and functionality that will be most helpful to you.

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Logging In

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1. Enter your user ID and password into the appropriate fields and click the **Log In** button.

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- The Job selection screen will display with the last selected job role filled in by default.

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2. Click the magnifying glass to the right of the field to view and select from a list of available job roles.

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- Please note that the list of job roles is restricted to show only the jobs for which you have the correct

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security to perform.

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3. Click to select the appropriate job role and then click the **Accept** button.

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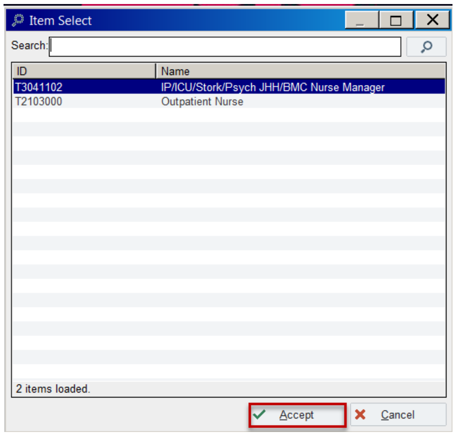

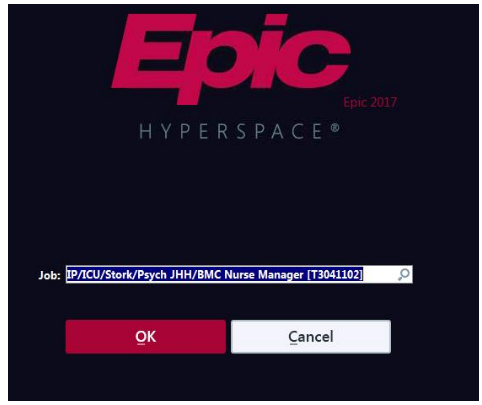

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4. The job selection screen displays again. Click **OK** if your job selection is correct.

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- The Department selection screen will display with the last selected department filled in by default.

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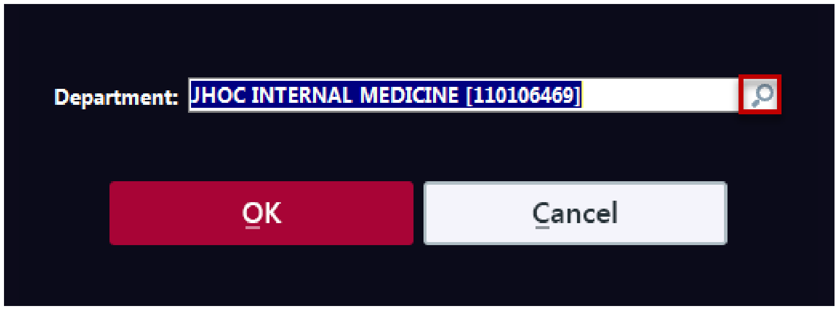

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5. Press **Enter** or click **OK** to select the department that is displayed.

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- To change the department, click the magnifying glass to view a list of options to select from, or press the

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Backspace key to clear the field and search for a different department by typing the department name.

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Changing Job Roles While Logged in to Hyperspace

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Switching job roles can be done without logging out of Hyperspace.

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1. To swich job roles, click the **Epic button** and select **Change Job** from the menu that appears.

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- A pop up window warns that all current activities will be closed.

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2. Click **Change Job** to be returned to the Job selection screen and repeat the instructions above to select

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another role.

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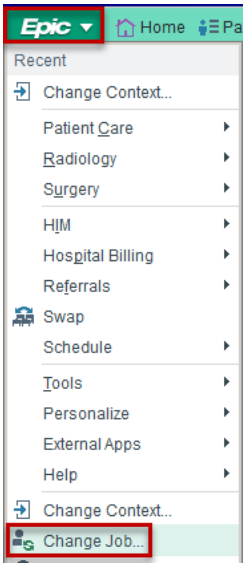

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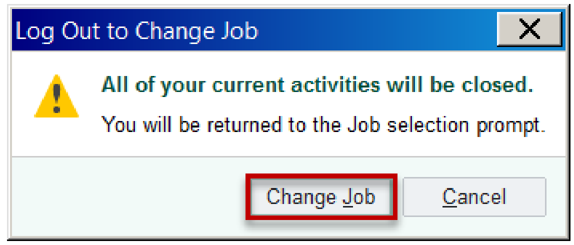

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You Can Also...

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- When logged into Hyperspace, the login department can be changed by selecting **Change Context** from

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the **Epic button**. **Change Context** appears right above the **Change Job** selection used to change job roles.

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- Click the **pin icon** to keep recent activities at the top of the Epic button menu.

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