

# LVN to RN Note Cosign Workflow

Some notes written by the LVN require an RN cosignature. This tip sheet describes the workflow for the LVN sending a cosignature and for the RN cosigning it.



## LVN Requesting Cosign

1. When a note requires a cosignature, create a note as usual.
  - A. Select the Note Type
  - B. Check the box for "Cosign Required" – this will pop open the "Cosigner" window
  - C. Enter the RN who should be responsible for cosigning this note in the Cosigner field
  - D. Sign




## RN Cosigning Note for LVN - InBasket

1. You can see requested cosigns and cosign notes from **InBasket** or the **Notes Activity**
2. In InBasket, open your Cosign Notes folder
3. Any cosigns that were assigned to you by the LVN will appear here. Highlight the message to review detail on the right pane.

### Folder Summary - In Basket

My Open Charts	1 / 1
My Open Encounters	13 / 13
Cosign Notes	1 / 3

4. Click **Attest**  to cosign the note.
5. This opens a window that allows you to agree/disagree and enter additional information if needed. If you agree with the note and do not need to add anything, just click **Sign**. This will remove the note from your queue.



## RN Cosigning Note for LVN – Notes Activity

1. To see patients who have Note Cosigns required (by you), you can add a Patient List Column for “Cosign Notes” to your My List(s). Note, the patient must be on your patient list to see if they have notes needing cosign.

Patient Location	Unit	Room/Bed	Patient Name/Age/Sex	Probk	Code Status	New Rslt Flag	Panic Rslt	New Notes	Cosign Notes	Cosign Ord	Evalu
HBH RESPIRATORY THERAPY	HBH 1S MED SURG	102/102-03	Trauma, S (32 y.o. M)	Ch... ab... (A... Ho... Pr...	FU...	!!	!!	!!	!!	!!	

2. Using this, you can see patients on your unit or list who have a *note* needing your cosignature.
3. Within the patient’s chart, open the **Notes Activity**.

Notes									
New Note	Edit	Copy	Delete	Attest	Sign	Filter	Load All	Show My Notes	Show Notes by ...
All Notes   Progress   Consults   Procedures   H&P   Discharge   Emergency   Plan of Care   Periop   Events   Med Student   Case Management   Social Work   Discharge Planning									
13 of 13 notes displayed. All loaded.									
Time Mark the patient to be notified of new updates. <a href="#">Time Mark</a>									
	Author Name	Author Type	Status	Cosigner	Type	Note Time	File Time		
	Vickie Bouffard, LVN	Licensed Nurse	Cosign Needed		Progress Notes	07/13/2015 9:09 AM	07/13/2015 9:09 AM		
	Vickie Bouffard, LVN	Licensed Nurse	Signed		Progress Notes	07/01/2015 9:48 AM	07/01/2015 9:48 AM		
	Nursing Student Ip/E	Nursing Student	Cosign Needed		Progress Notes	05/22/2015 3:27 PM	05/22/2015 3:28 PM		
	Karen Pate, PT	Physical Therap	Signed		Plan of Care	04/07/2015 3:55 PM	04/07/2015 3:55 PM		
	Karen Pate, PT	Physical Therap	Cosign Needed		Treatment Plan	04/07/2015 3:44 PM	04/07/2015 3:45 PM		

4. You will see an icon and a Status of Cosign Needed. The icon appears when you are responsible for the cosignature. From here, highlight the note and click **Attest** to open the same window as above. Add a comment/note if needed and sign!