

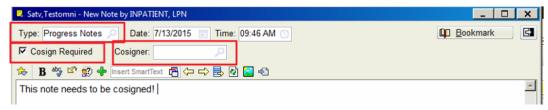
## LVN to RN Note Cosign Workflow

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

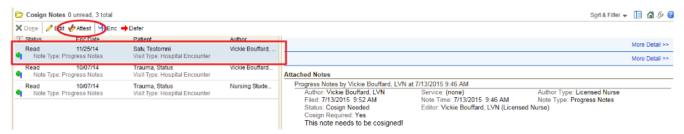




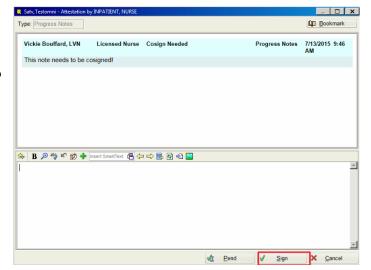
## RN Cosigning Note for LVN - InBasket

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





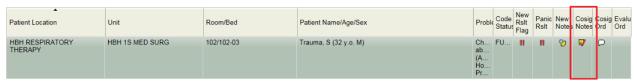
- 4. Click **Attest \*/** Attest to cosign the note.
- 5. This opens a window that allows you to agree/disagree and enter additional information if needed. If you agree with the note and do not need to add anything, just click **Sign.** This will remove the note from your queue.



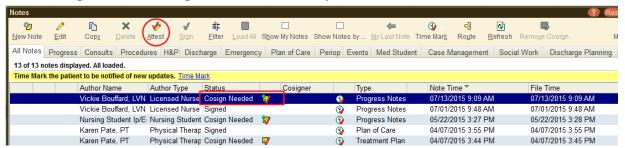


## RN Cosigning Note for LVN – Notes Activity

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.



- 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.**



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!