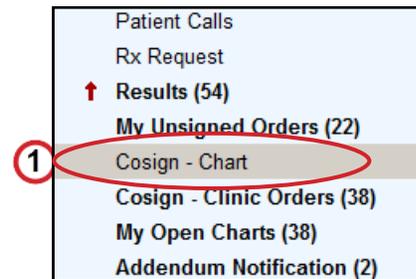


## TIPS FOR COSIGNING A RESIDENT/FELLOW ENCOUNTER

### a Access the Cosign Message

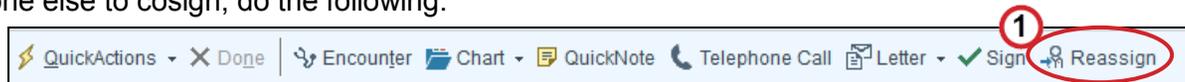
1. Select the **Cosign - Chart** folder in the **In Basket**.
2. Select the message and review the Resident/Fellow encounter from the message report that displays on the right. Focus on the **Progress Note**, **Orders**, and **Billing**.
3. See the appropriate sections below for instructions on how to reassign the message; add an attestation and cosign the encounter; or addend, edit, and enter own attestation note.



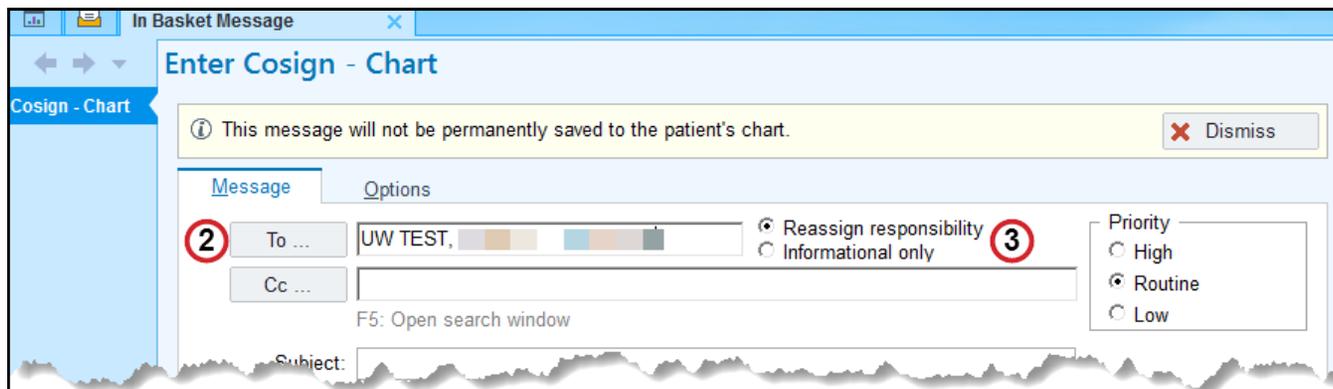
### b Reassign the Message

If you need to reassign the message to someone else to cosign, do the following:

1. Click **Reassign** on the **Cosign - Chart** toolbar.



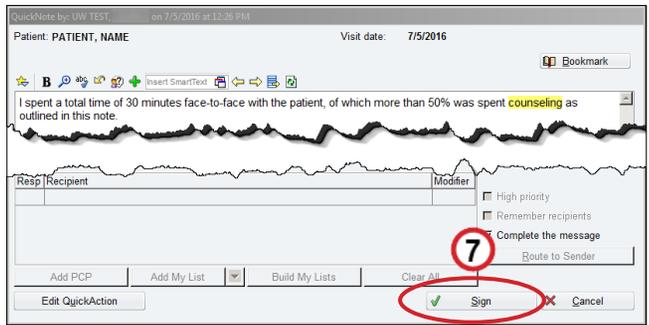
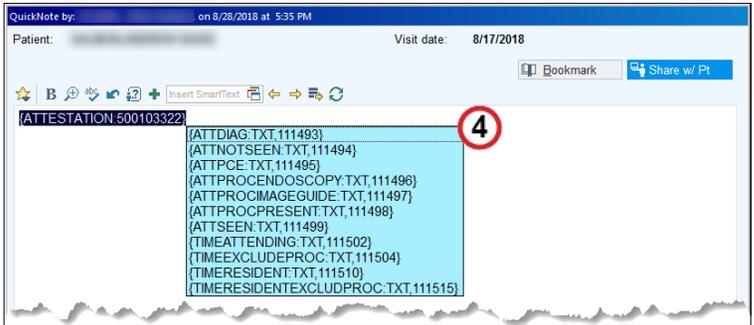
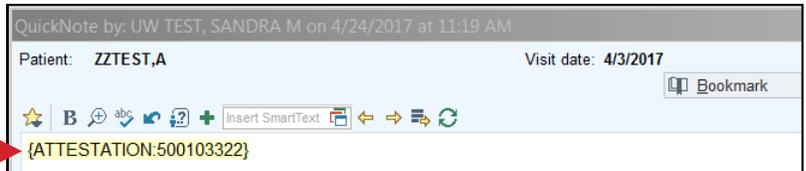
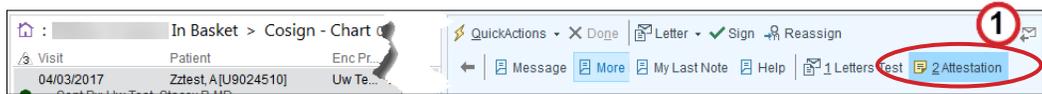
2. Type the recipient's name in the **To...** field in the **Message** tab.
3. Ensure that **Reassign responsibility** radio button next to the **To...** field is selected.
4. Complete the fields as



# TIPS FOR COSIGNING A RESIDENT/FELLOW ENCOUNTER (CONTINUED)

## C No Corrections Needed: Attest and Cosign Encounter

1. Click **Attestation** in the **Cosign - Chart** report toolbar.
2. Place your cursor at the beginning of the text in the **Quick Note by: [Your name]** window.
3. Press **F2** to open the compliance-approved attestation **SmartList**.
4. Select the compliance-approved attestation **SmartPhrase**.
5. Place your cursor at the beginning of the attestation **SmartPhrase**.
6. Press **F2** to complete any wildcards \*\*\* or **SmartLists**. Add additional comments as necessary to supplement the encounter.
7. Click **Sign**.



**Note to Attendings:**

ⓘ *Cosign the encounter from your **In Basket** and not from the encounter itself. The cosign task is associated with the **Cosign-Chart** message and can be completed from only the message itself.*

8. Click **Cosign** for the selected **Cosign-Chart** message in **In Basket**.
9. Click **Refresh** (Optional).

ⓘ *The **Cosign-Chart** message is removed from the folder at the next system refresh.*

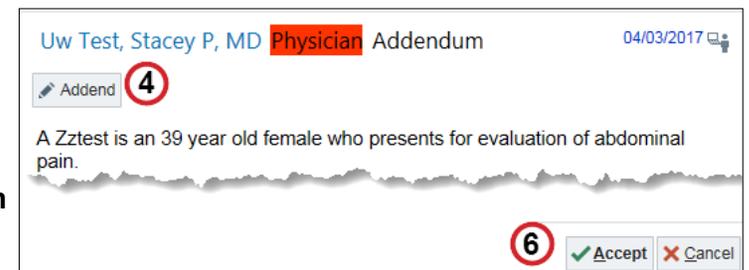


## TIPS FOR COSIGNING A RESIDENT/FELLOW ENCOUNTER (CONTINUED)

### **d** Corrections Needed: Addend, Edit and Enter Own Attestation Note

To correct the Resident/Fellow's documentation, (example: **Progress Notes**, **Level of Service**, or billing code) do the following:

1. Click **Encounter** in the **Cosign - Chart** toolbar.
2. Click **Create Addendum** in the **Encounter Redirector** window to make corrections.
3. Click the **Notes** tab.
4. Click **Addend**.
5. Correct the content as appropriate, but *do not* include the Attending attestation.
6. Click **Accept**.
7. Correct any other items in the encounter **Addendum** (example: the **Level of Service** or billing code).
8. Click the **SIGN ADDENDUM** in the Visit Taskbar.
9. Click **SIGN ADDENDUM**. The **Addendum** will close and bring you back to the **In Basket**.
10. Ensure the message is selected.
11. Refer to Steps 1-9 in section C on the previous page to add an attestation and sign the encounter.



#### **Note to Attendings:**

- ⓘ UWP timely documentation policy states teaching practitioners participating in the care of patients and supervision of residents should sign their own notes within 3 days. If you are covering a colleague's absence, you should *not* cosign notes on their behalf.
- ⓘ If an attending leaves UW Medicine, the Service Chief is responsible for unsigned records. Add a statement such as "I was not involved in this patient's care, Dr. X is no longer here. I am closing this record per policy." When entering a **Level of Service**, use the **SNO** code modifier.