In Patient chart navigate to Notes activity

In Progress note section - Select New Note or New Note in Notewriter (select appropriate template if one is not defaulted)

Enter supervising Provider name as Cosigner (Resident or Attending)

Create the note - Click Sign at Close Encounter

Exit workspace

Open Patient Chart – Notes Activity

Find Progress note done by Medical Student

Click Edit or Edit in Notewriter

Click “Make me the Author” button

Edit note and Complete note Click Accept

Complete any remaining visit documentation.

Is Supervising Provider a resident?

Yes

Enter Attending Provider's name as the Authorizing provider in LOS.

Click Sign Visit Enter Attending Provider's name as Co-Signer Close Encounter (Triggers Co-Sign Chart Message to be sent to Attending)

No

Opens InBasket - Access Folder for Co sign Chart

Select message to Sign Addend or other appropriate action.

Review, Sign and close Encounter

END

GME Policy needs to align with Compliance and eSummit Security

This pertains to Unsigned Progress notes ONLY
Clinical Innovations Clinical Process Workflow 4.20.18 NRY

**Medical Student**
- **Note needed on patient**
  - Opens Notes Activity
  - Selects note type (e.g. Progress Note, H&P, etc)
  - Enters Attending as Co-Signer of note
  - Shares the note
  - Informs Resident and/or Attending of shared note?
    - Yes: Reviewed by Document integrity team for signature or deletion
    - No: Note remains unsigned

**Attending**
- Accesses shared note from Notes Activity
- Reviews and edits note as needed
- Enters Attending as Co-Signer of note
- Signs the note

**Resident**
- Accesses shared note from Notes Activity
- Reviews and edits note as needed
- Enters Attending as Co-Signer of note
- Signs the note

**Attending Provider**
- Accesses shared note from InBasket Co-Sign notes folder or Notes Activity
- Review note
- Cosign or attest?
  - Yes: Cosign and write separate note.
  - No: Add attestation and sign
- Review and edit note as needed
- Add statement you have reviewed note
- Sign note
- May write separate note if desired