

## Editing/Refreshing Resident Notes at Cosign

### 1. Click Cosign Note button in your In Basket

The screenshot shows the Epic EMR interface. The top navigation bar includes various tools like 'ED Track Board', 'ED Manager', 'ED Map', 'In Basket', 'My Dashboards', 'My Reports', 'Patient Station', 'ED Chart', 'Undo ED Discharge/Dismiss', 'UpToDate', 'MyChart', 'Consent Forms', 'IModal FD', 'Unit Manager', 'Print', and 'Log Out'. The user is identified as 'BSWH TST' and 'CLIFFORD J BUCKLEY II' with the status 'ASAP'. The 'In Basket' section is active, showing a list of messages. A red arrow points to the 'Cosign Note' button in the top right of the message list. The selected message is from 'Twohundredtwo E. Mrt III' (Female, 32 y.o., 12/11/1987, MRN: 860031458) and is a 'Cosign-Required Note' received today from 'Hall, James Andrew, DO' at 'Buckley, Clifford James II, MD'. The note details include: 'ED Provider Notes by Hall, James Andrew, DO at 10/9/2020 12:05 PM', 'Author: Hall, James Andrew, DO', 'Service: Emergency Medicine', 'Author Type: Fellow', 'Filed: 10/9/2020 12:10 PM', 'Date of Service: 10/9/2020', 'Note Type: ED Provider Notes', 'Status: Cosign Needed', 'Editor: Hall, James Andrew, DO (Fellow)', 'Cosign Required: Yes', and 'Date of Service: 7/14/2020'. The 'History' section contains the following text: 'No chief complaint on file. Patient presents with chest pain that feels like elephant sitting on her chest. History is provided by patient. Nursing notes reviewed. I agree with the nurse's documented past medical, surgical, allergy, social, and family histories. Vitals reviewed. Chest pain: Onset: 30 minutes, Episode duration: 20 minutes, Frequency: Constantly, Progression: Unchanged, Associated with: Breathing and coughing, Pain at highest: 5/10, Pain currently: 5/10, Chest pain location: left chest, Associated symptoms: diaphoresis, near-syncope, orthopnea, weakness, fatigue, shortness of breath, palpitations, nausea and dizziness no lower extremity edema, no numbness, no paroxysmal nocturnal dyspnea, no fever, no syncope, no cough, no'.

2. If you get this pop-up message it means that information was added to the ED course section of the ED Provider note **AFTER** it was signed. The most common reason for this is that the resident forgot to refresh the note after entering in the patient's diagnoses in the Dispo activity.

The screenshot shows a 'Cosign Note' dialog box with a red 'X' in the top right corner. It features a yellow warning triangle icon on the left. The text inside the dialog reads: 'ED Course for this note is out of date. You can attest to the note with the current text or click Cancel and contact the author to open the note and update the ED Course.' At the bottom of the dialog, there are two buttons: 'Attest' and 'Cancel'.

3. To remedy this, click attest and then click the pencil icon in the top left corner of the resident note in the Cosign window on the right side of screen.

The screenshot shows the EHR interface with a cosign window open. On the right side, there is a section for 'ED Provider Notes' with a 'Cosign-Required Note' by Hall, James Andrew, DO. A red circle highlights the pencil icon in the top left corner of the resident note in the cosign window. The main window shows patient information for 'Twohundredtwo E. Mrt III' and a list of attached notes, including 'ED Provider Notes by Hall, James Andrew, DO at 10/9/2020 12:05 PM'. The patient's history and nursing notes are visible.

4. In addition to refreshing the note, you can also edit **ANY** part of the residents note without assuming sole authorship of the note. The refresh button is helpful for pulling in diagnoses or other information entered into the ED Course after the note was signed. Using your mouse cursor and keyboard, you can also fix M\*Modal dictation errors or any other discrepancies you see fit to change.

The screenshot shows the EHR interface with the same cosign window. A red circle highlights the refresh button in the top right corner of the resident note in the cosign window. The main window shows the patient's history and nursing notes. The 'Final diagnoses' section is highlighted in red, showing 'None'. The 'Patient left with a disposition of: Data Unavailable' is also visible. The 'ED Provider Notes' section on the right shows a note by Hall, James Andrew, DO, with a 'Done Editing' button.

- When you are done editing the resident note, click Done Editing. From there you can sign your attestation and/or add any other information needed to the attestation portion of the ED Provider note.

The screenshot displays an EHR interface with the following components:

- Left Sidebar:** Navigation menu including 'My Messages', 'Hospital Chart Compl', 'My Incomplete Notes', 'Overdue Results (4)', 'Cosign Notes', 'Letter Queue (1)', and 'Letter Drafts (1)'. A user profile for 'CLIFFORD BUCKLEY' is visible at the bottom.
- Message Header:** 'Cosign Notes' with 0 unread and 2 total messages. The selected message is from 'Hall, James Andrew, DO' to 'Buckley, Clifford James II, MD'.
- Message Content:**
  - Attached Notes:** 'ED Provider Notes by Hall, James Andrew, DO at 10/9/2020 12:05 PM'. Metadata includes Author: Hall, James Andrew, DO; Date of Service: 10/9/2020 12:05 PM; Note Type: ED Provider Notes; Status: Cosign Needed; Editor: Hall, James Andrew, DO (Fellow).
  - History:** 'No chief complaint on file. Patient presents with chest pain that feels like elephant sitting on her chest. History is provided by: patient.'
  - Notes:** 'Nursing notes reviewed. I agree with the nurse's documented past medical, surgical, allergy, social, and family histories. Vitals reviewed. Chest pain: Onset: 30 minutes; Episode duration: 20 minutes; Frequency: Constantly; Progression: Unchanged; Associated with: Breathing and coughing; Pain at highest: 5/10.'
- Right Sidebar (ED Provider Notes):**
  - Summary:** 'Emergency ...'
  - Final Diagnoses as of Oct 09 12:14:** Angina at rest (HCC), Tobacco abuse, Hypertensive urgency. A red box highlights this section.
  - Patient left with a disposition of:** Admit.
  - Footer:** 'Done Editing | Undo' and 'Sign | Cancel'.