How to Co-Sign a Note
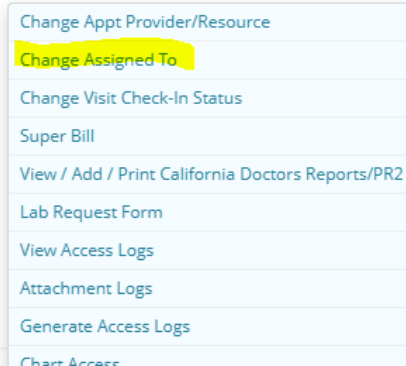
1) Complete your documentation and lock your note. After locking, click on the arrow next to the word details and select the Change Assigned To option:
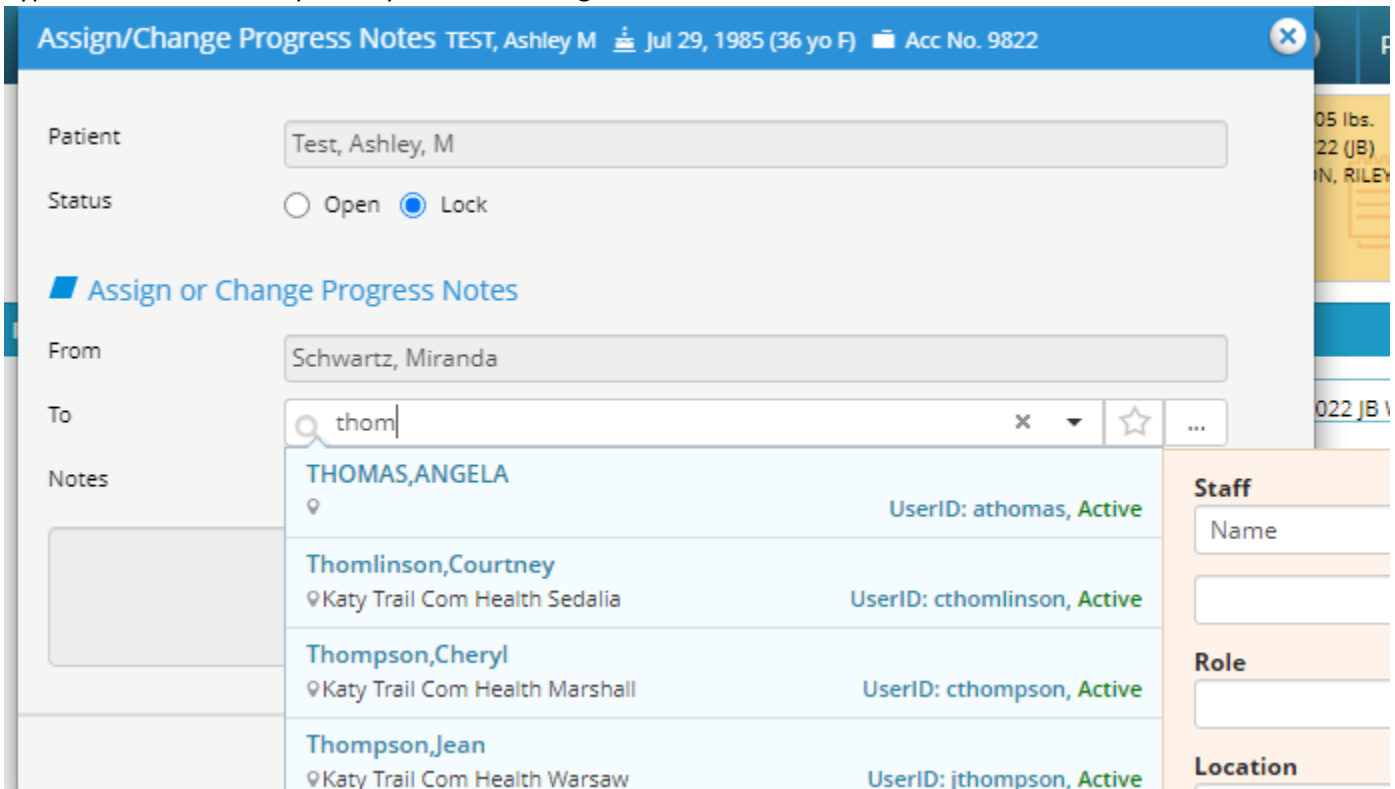

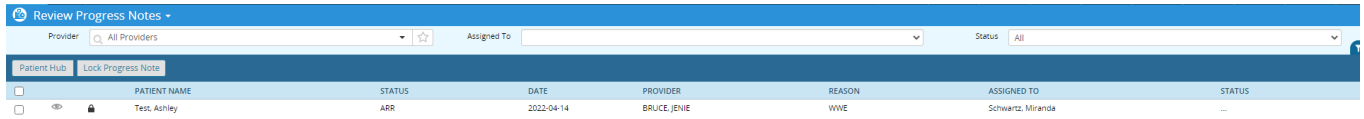2) Type in the name of the person you want to assign the note to then click OK:

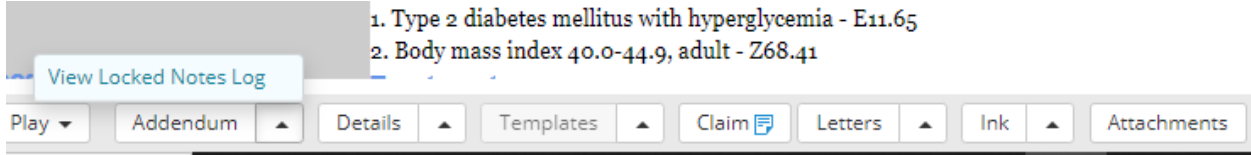3) The provider you assigned it to will see it pop up in their S jellybean next to the Review Progress Note section:
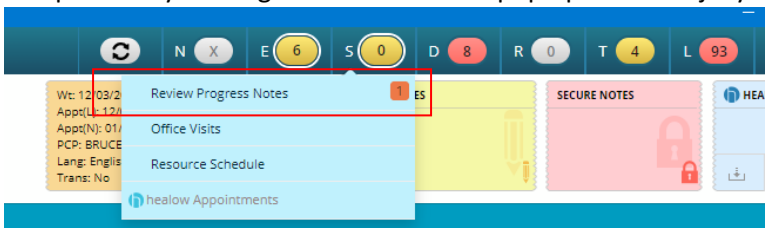
4) After clicking on review progress notes, the provider will see the note(s) they need to co-sign and can access them by clicking on the patient's name:

5) After reviewing the note, the provider will click on the arrow next to the word Addendum at the bottom of the progress note and select View Locked Notes Log:
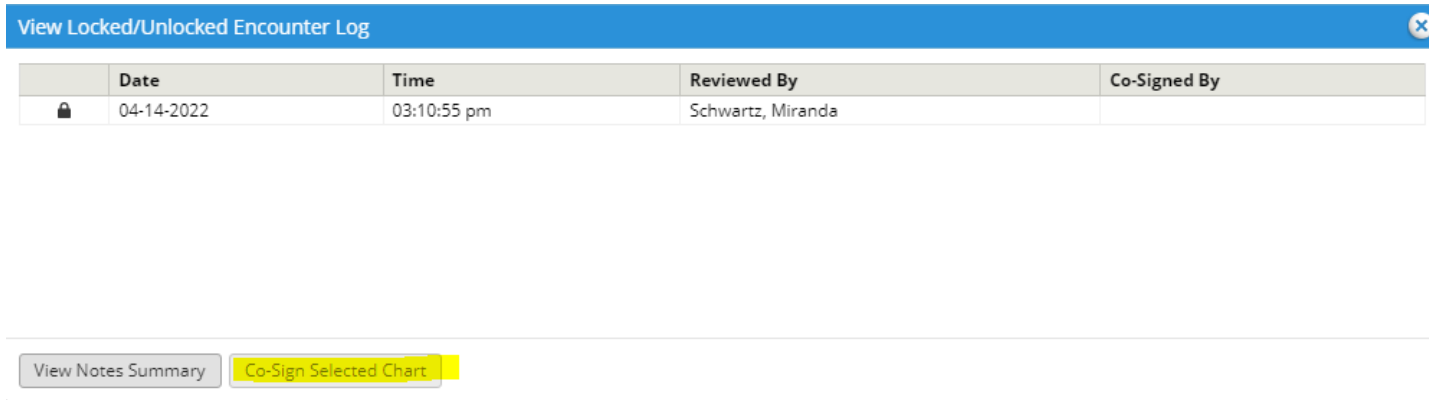

6) The provider will then select the Co-Sign Selected Chart: