
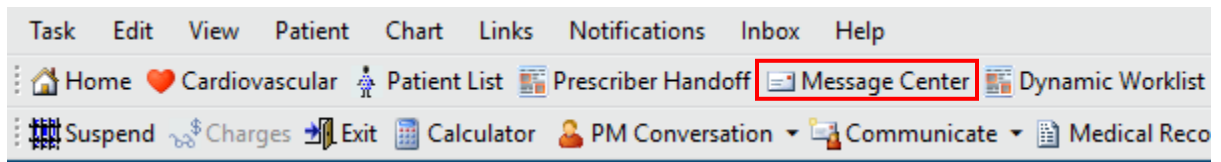
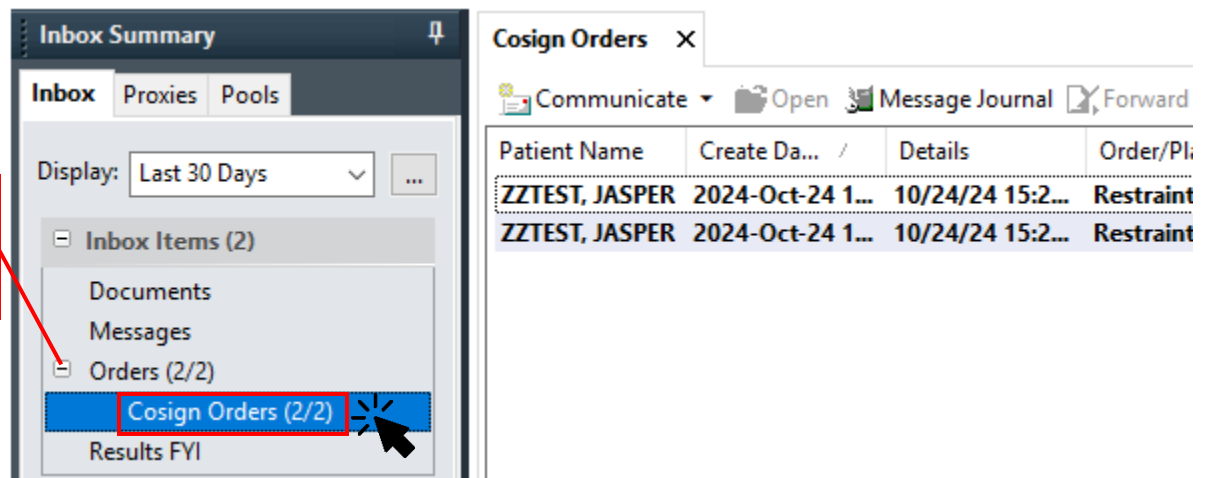


PRESCRIBERS

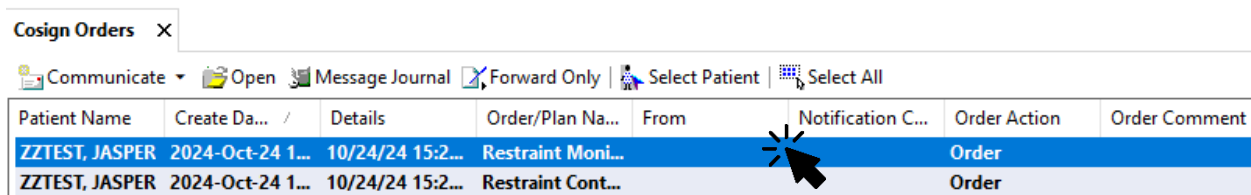
1. Locate and click  **Message Center** on PowerChart toolbar.



2. Message Centre opens, navigate to **Cosign Orders (2/2)** located in the Inbox Summary column.



3. Double-click anywhere on the Cosign Order





PRESCRIBER COSIGN HOSPITAL INFORMATION SYSTEM (HIS)

The screenshot shows the 'Cosign Orders' window for patient ZZTEST, JASPER. The interface includes a top navigation bar with tabs for 'Cosign Orders', 'Forward Only', 'Select Patient', 'Previous', 'Next', 'Inbox View', and 'Summary View'. A patient demographics bar displays MRN: 11000525, Allergies: Peanut, and other details. Below this is a 'Restraint Monitoring Behaviour' section with tabs for 'Details', 'Additional Info', 'History', 'Comments', 'Validation', 'Results', 'Ingredients', and 'Pharmacy'. The 'Details' tab is active, showing fields for 'Requested Start Date/Time', 'Duration', 'Duration Unit', 'Stop Date/Time', 'Constant Order', and 'Special Instructions'. At the bottom, an 'Action Pane' contains 'Approve (No dose range)', 'Refuse', and a 'Reason' dropdown menu, along with 'Next', 'OK & Close', and 'OK & Next' buttons.

1. Cosign Order Tabs: Quickly switch between windows by pressing on the tabs.
2. Forward Only: Use this functionality to only forward the Cosign Order without approving or refusing the order.
3. Previous and Next Buttons: Allows for moving to the previous or next Cosign Order.
4. Inbox View: Shows the inbox view, which can be seen in the image above.
5. Summary View: Allows for viewing a summary of patient's chart.
6. Patient Demographics Bar: Shows patient demographics, including MRN, FIN, and other patient information.
7. Order Information Tabs: Shows various tabs that display additional information relevant to the Cosign Order.
8. Approve Button: Utilise this button to approve the cosign order sent to you.
9. Refuse Button: Utilise this button to refuse the Cosign Order. You will be prompted to choose the reason for refusing the order.



PRESCRIBER COSIGN

HOSPITAL INFORMATION SYSTEM (HIS)

10. Reason for Order Refusal: You are prompted to select the reason for refusing the Cosign Order.

Assign to another MD
Other (See Comments)
Report Already Exists, (See Comments)
Wrong Order
Wrong Patient

Follow the Refused Order Workflow Tip Sheet on SourceNet for Cosign Order refusal

11. Next, OK & Close, and OK & Next buttons: Utilise these buttons to skip to the next Cosign Order, confirm your approval/refusal and go to the next Cosign Order, or confirm your approval/refusal and close the Cosign Order tab.

It is recommended to check with the nursing team to ensure any issues impacting patients are addressed.

Notes and Considerations

- The rejection of a co-sign order in the Message Centre **does not** automatically cancel the order or alter the status of the order. The **order remains active** and must be evaluated for validity and a determination made whether to keep the original order or cancel it altogether upon review.
- In most cases, if the co-signee of an order was selected incorrectly to co-sign an order and the correct co-signee is unknown, the best course of action is to **reject/refuse** the order for co-sign and manually cancel/discontinue the order. **Please note that the above does not apply to proposed orders.**