

PRESCRIBER COSIGN HOSPITAL INFORMATION SYSTEM (HIS)

PRESCRIBERS

1. Locate and click Message Center on PowerChart toolbar.

Task	Edit	View	Patient	Chart	Links	Notifications	Inbox	Help	
i 🚮 Ho	me 🤎	Cardiov	ascular 🛔	Patient	List 🌇	Prescriber Hand	off 🖃 M	lessage Center	🌇 Dynamic Worklist
Sus	spend	₆₃ ^{\$} Charg	ges 谢 Exi	t <u> iii</u> Cal	culator	🚨 PM Conversa	ation 🝷 🕻	🛓 Communica	te 🝷 🗎 Medical Reco

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



3. Double-click anywhere on the Cosign Order

Cosign Orders	×									
늘 Communicate 👻 📄 Open 💥 Message Journal 📝 Forward Only 🗽 Select Patient 🎆 Select All										
Patient Name	Create Da 7	Details	Order/Plan Na	From	Notification C	Order Action	Order Comment			
ZZTEST, JASPER	2024-Oct-24 1	10/24/24 15:2	Restraint Moni			Order				
ZZTEST, JASPER	2024-Oct-24 1	10/24/24 15:2	Restraint Cont			Order				

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X Forwa	rd Only 🗼 Select	Patient 👚	Previous	🕂 Next 🛛 In	box View	Summary View	(
2	ZZTEST, JASP Admin Sex:Fema *Code Status:Ful	ER MF ile DC il Co Iso	RN:110005 DB:01/Jan, plation: <n< th=""><th>25 /2001 lo Data A.</th><th>Allergie: Age:23 ر Alerts:N.</th><th>s: Peanut /ears o Alerts Doc</th><th>Attendir Dose W Inpatien</th><th>ig:Tam, :77.000 t FIN: 22</th><th>Benj Loc: kg (2HCN 2-004954 [Ad</th><th>SC ADMTU; SCT I:ON 5555-555-5 dmit Dt: 2024-0</th></n<>	25 /2001 lo Data A.	Allergie: Age:23 ر Alerts:N.	s: Peanut /ears o Alerts Doc	Attendir Dose W Inpatien	ig:Tam, :77.000 t FIN: 22	Benj Loc: kg (2HCN 2-004954 [Ad	SC ADMTU; SCT I:ON 5555-555-5 dmit Dt: 2024-0
riginal or erbal with	der entered and eleo Read Back (Cosign	ctronically s) order by N	signed by N NHS Test02,	HS Test02, I Physician -	Vurse on 24 Cardiovaso	/Oct/2024 at 1 ular	5:23 EDT.			
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Details	Additional Info	History C	omments	Validation	Results	Ingredients	Pharmacy	7)		
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- 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.





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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**.

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