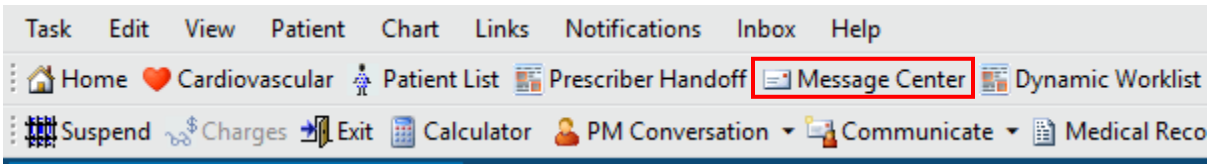
PRESCRIBER COSIGN

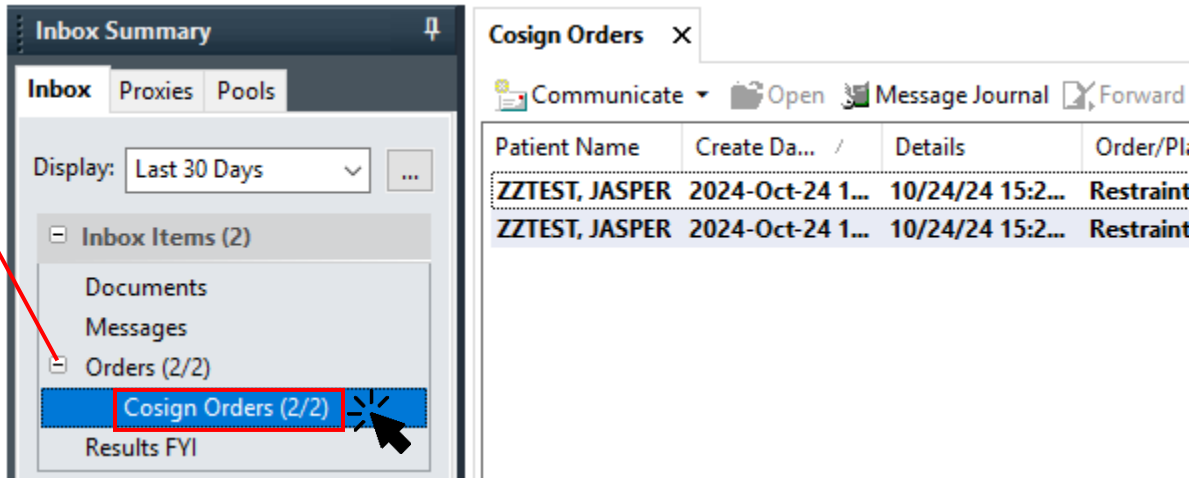
HOSPITAL INFORMATION SYSTEM (HIS)

PRESCRIBERS

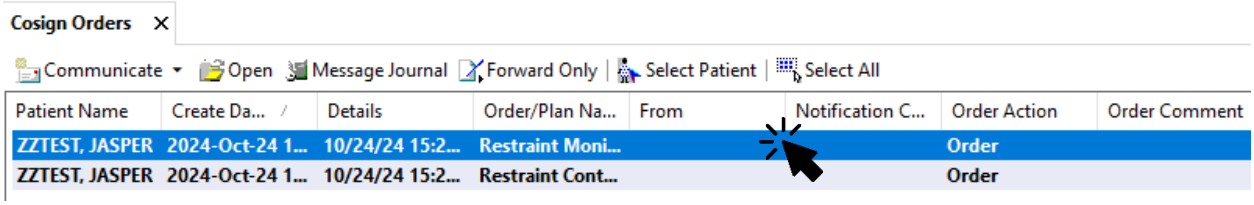
1. Locate and click Message Center on PowerChart toolbar.



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



3. Double-click anywhere on the Cosign Order



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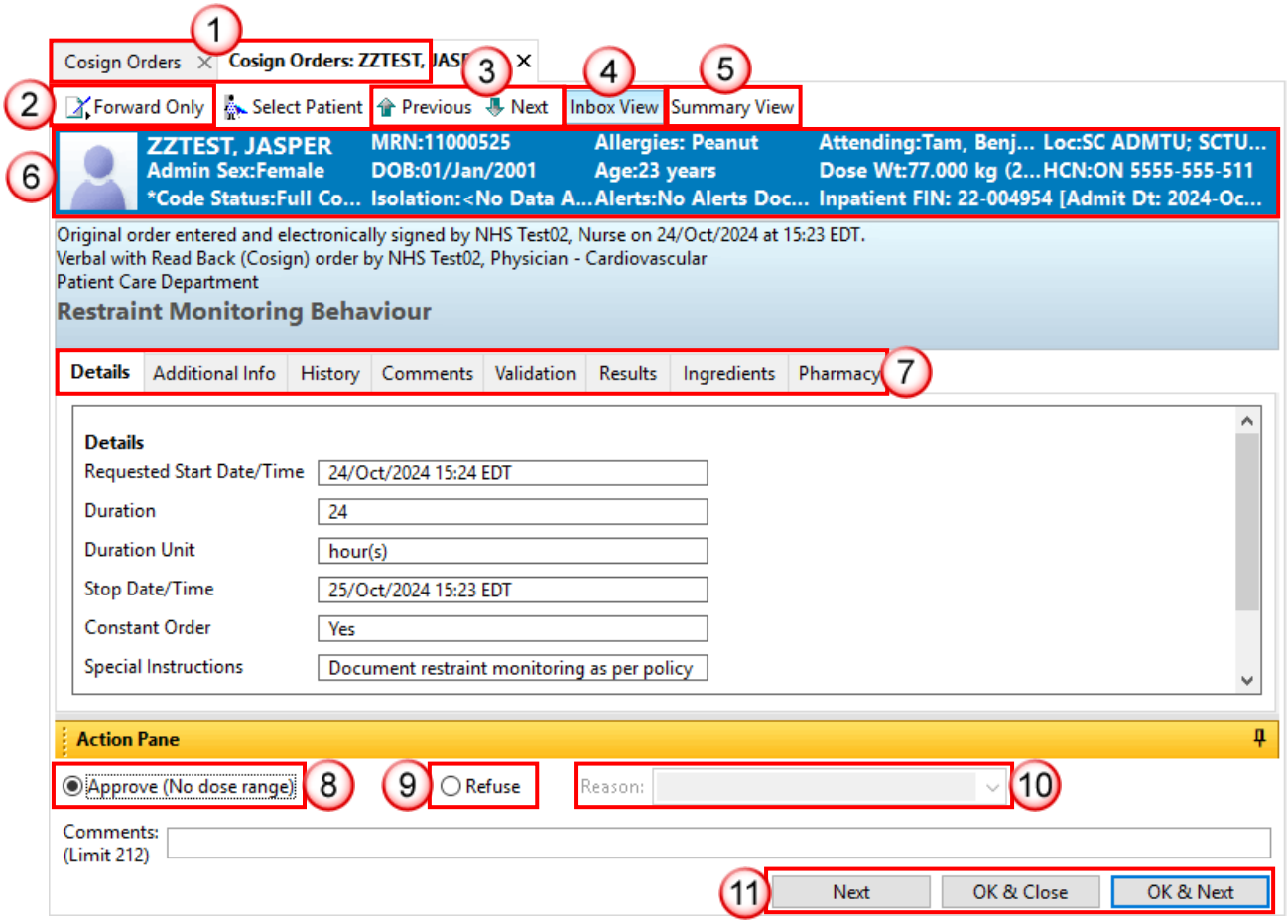
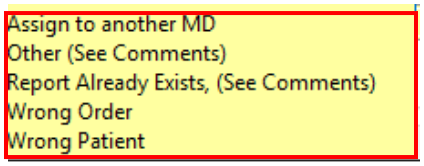


1. Cosign Order Tabs: Quickly switch between windows by pressing on the tabs.
2. Forward Only: Use this functionality to only forward the Cosign Order without approving or refusing the order.
3. Previous and Next Buttons: Allows for moving to the previous or next Cosign Order.
4. Inbox View: Shows the 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.

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



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**.