

1. Desktop

2. Encounter

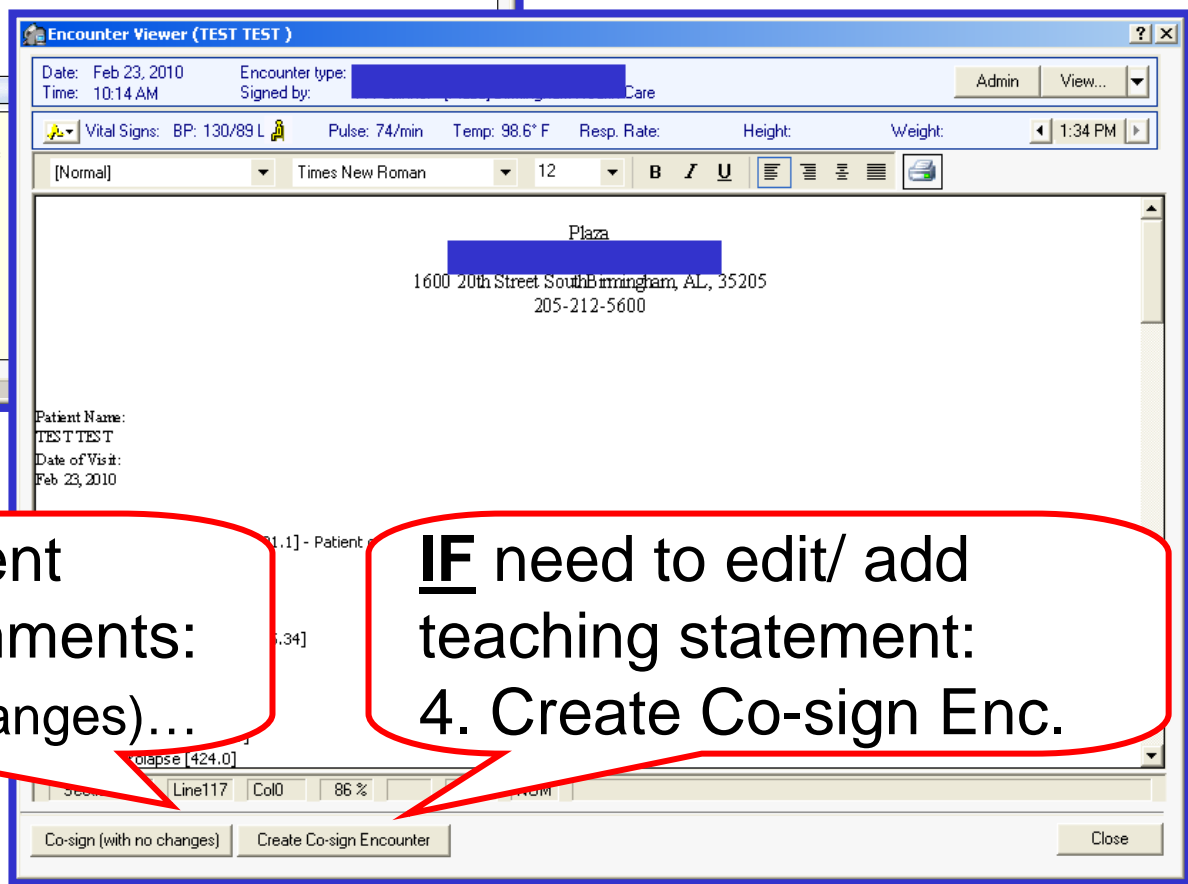
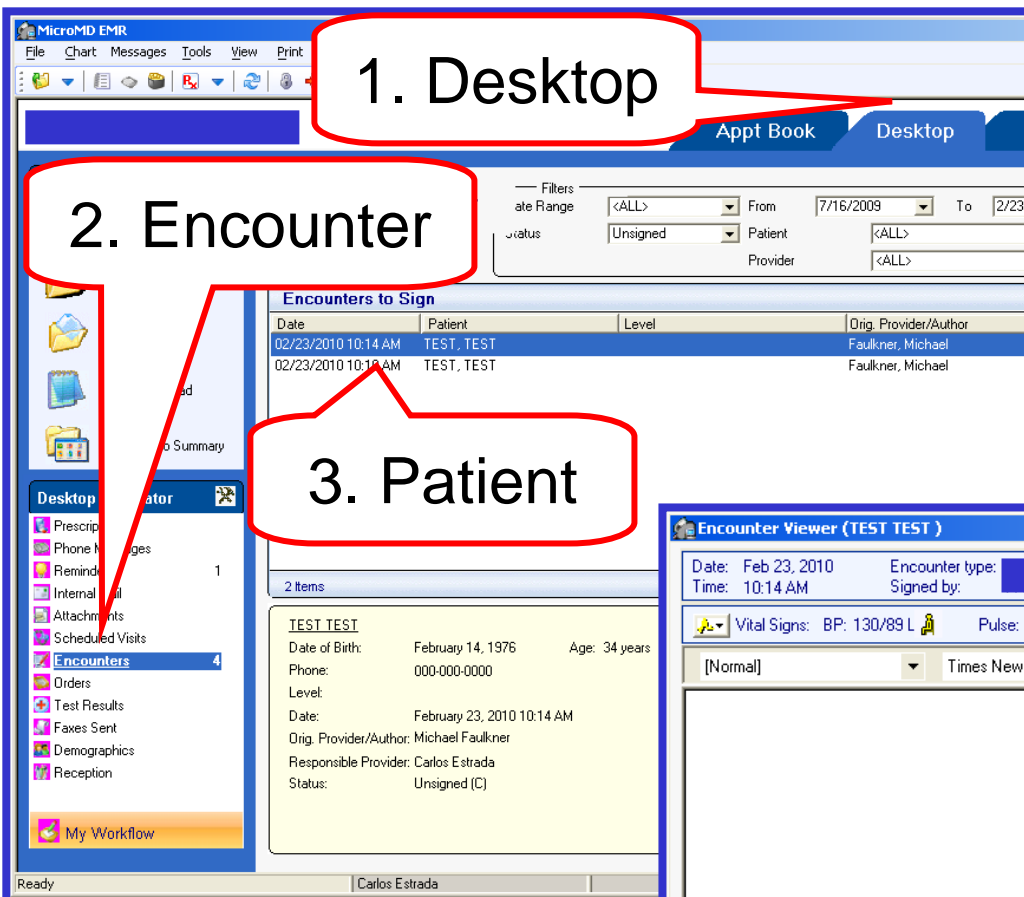
3. Patient

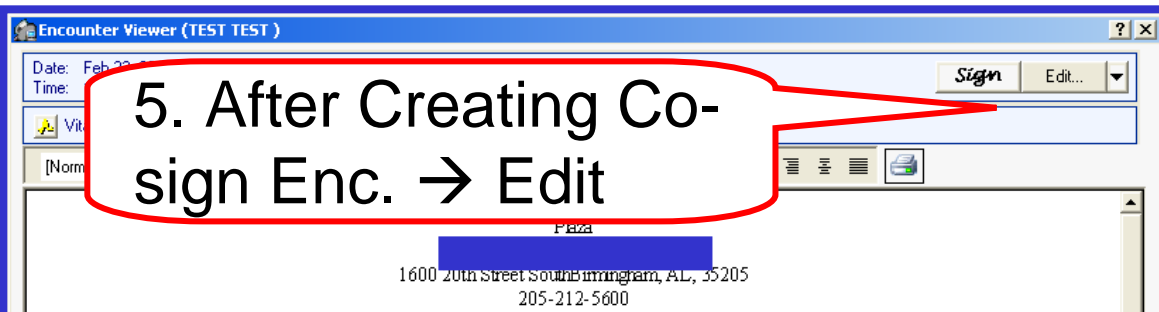
# STEPS TO CO-SIGN NOTES

BHC EHR <https://login.ihsoa.org>

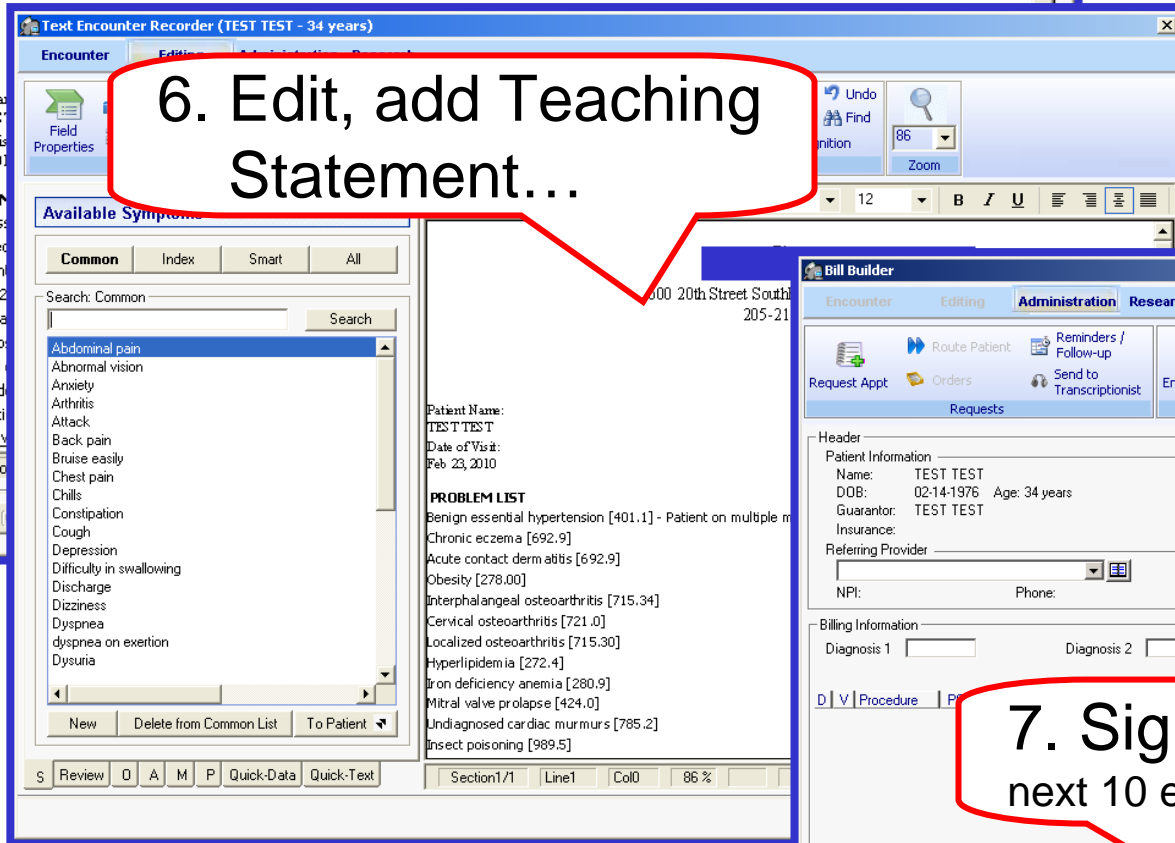
**IF** Teaching Statement included and no comments:  
4. Co-sign (with no changes)...

**IF** need to edit/ add teaching statement:  
4. Create Co-sign Enc.

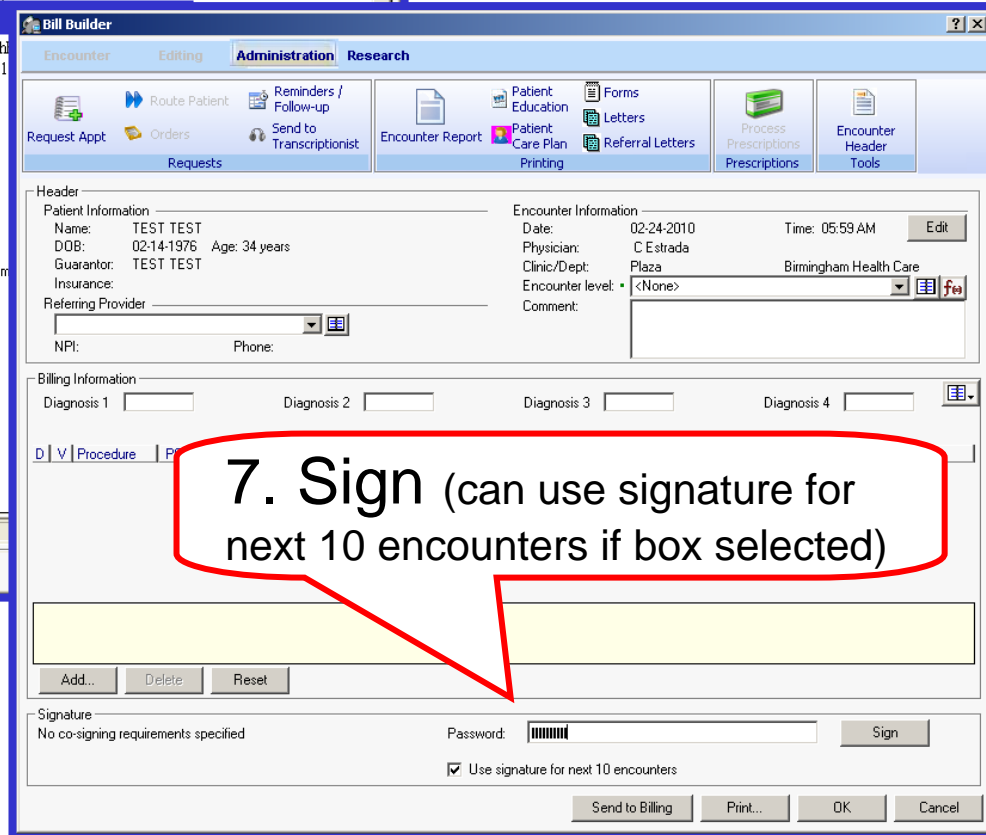




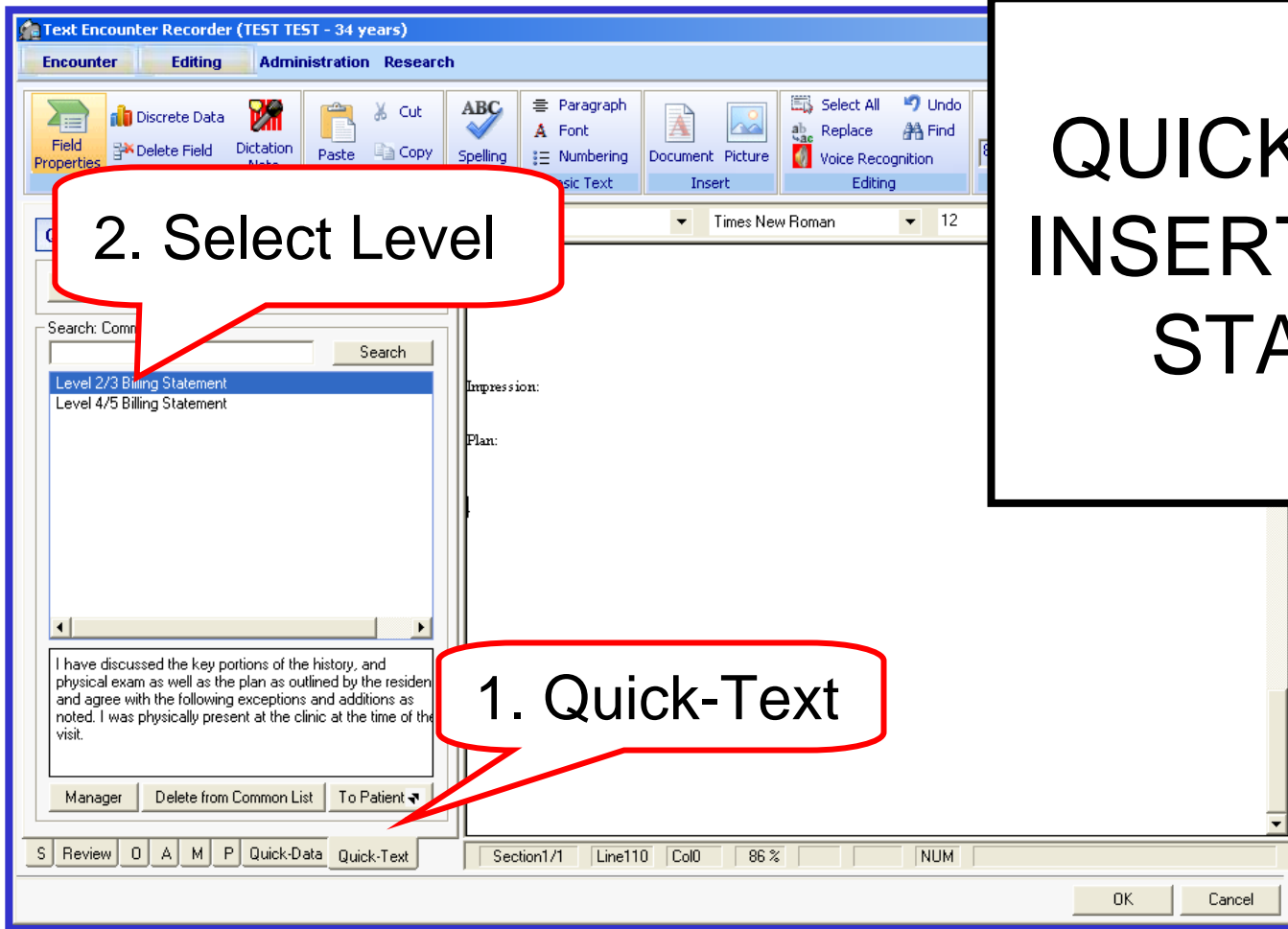
5. After Creating Co-sign Enc. → Edit



6. Edit, add Teaching Statement...



7. Sign (can use signature for next 10 encounters if box selected)



QUICK – TEXT TO  
INSERT TEACHING  
STATEMENT

**BHC EHR** <https://login.ihsoa.org>

- UAB GIM: Google UAB GIM, go to “Education” → “Clinical Practice”
- <http://www.uab.edu/gim/education/default.html>
- BHC Steps to Co-Sign Encounter 2010 2.23.2010

## ATTENDING CO-SIGNATURE

1. To see the notes that you have to cosign, go to the desktop screen. On the bottom left there should be a list of terms. One of them will say encounters and will have a number by it. This number is the number of unsigned encounters in your queue. Select this.
  2. You will then see a list of encounters. To select one double click it.
  3. To view the encounter, just scroll down with the scroller in the middle of the mouse.
  4. Next you will have 2 choices at the bottom of the encounter. Either (1) Cosign note without changes or (2) create cosign encounter. You will always select create cosign encounter.
  5. After you select this look at the top right hand corner and it should say Edit. Select this.
  6. IF a resident wrote a text note, you can just edit/ add your attending attestation if none included, make edits, etc. (NOTE: there is a Quick Text Option that you can create)\*(IF THE RESIDENT USED A TEXT ENCOUNTER TEMPLATE, THE ATTESTATION SHOULD ALREADY BE PRESENT AT THE BOTTOM OF THE NOTE. ENSURE THAT THIS IS THERE AND EDIT IT AS NECESSARY.
  7. IF cannot edit / or create a cosign encounter, then open the note to be edited, close it, then open again -- now you can select on the top menu toolbar "create a cosign encounter" under one of the options.
  8. Select Finish and cosign the note.
- IF a resident used another template/note wizard (done initially, some residents are still using this option):
    - a) The encounter wizard will for that encounter pop up where you can edit whatever part of the encounter you want. If you have no edits, Goto the PLAN section of the wizard. You will see a phrase that says "Attending Statement", click once on this. Then below this there will be a box that says "Comments" To the right of this box will be a smaller box that says "QT". Click this. You should open up into the All list. To make things easier for you the rest of the time seach for "level" Add "level 2/3 attending statement" and "level 4/5 attending statement" to your common list.
    - b) Next, in your common list manager, select "level 2/3..." and edit it. Add your name where you see "Eric Wallace". Do the same for "level 4/5..." This will save it to your common list for good as such.
    - c) Now just insert the statement which applies to that encounter.
    - d) The only difference between the 2 statements is for the level 4/5 it states that you personally did the key portions of the exam and history.

1. Under the Summary tab, select the note

# ADD A COMMENT TO AN EXISTING NOTE

(Note: if steps don't work → Create a simple text note)

2. Select Edit → Create Co-sign encounter

MicroMD EMR

File Chart Messages Tools Edit View Print Window Help

Summary

Appt Book

Summary

List of Patient Encounters [Display]

Date	Type	Provider	Chief Complaint	Assessment
Feb 21, 2010	Encounter	Estrada, Carlos		
Feb 21, 2010	Encounter	Estrada, Carlos		
Feb 18, 2010	Encounter	Lin, Huichuan		
Feb 3, 2010	Encounter	Wallace, Eric		
Feb 3, 2010	Encounter	Wallace, Eric		
Jan 27, 2010	Encounter	Greenhill, Sharon		
Jan 8, 2010	Encounter	Greenhill, Sharon		
Nov 18, 2009	Encounter	Lin, Huichuan		
Nov 18, 2009	Encounter	Lin, Huichuan		
Nov 13, 2009	Encounter	Wallace, Eric		
Oct 30, 2009	PreEncounter	Jamon, Marquisha	Cough	Benign prostatic
Oct 16, 2009	Encounter	Jamon, Marquisha	diabetes follow-up	Diabetes mellitus without com... Hydrochlorothiazide 12.5 mg Th...

Vital Signs  
Chart Reports  
Document Manager  
Medical Info Summary

Chart Navigator

- Summary
- Summary Expanded
- Change History

MicroMD EMR

File Chart Messages Tools Edit View Print Window Help

Appt Book Desktop Charts

Summary Encounter

Demographics Medical Information Summary

Date: Feb 21, 2010 Encounter type:  
Time: 07:19 AM Signed by: C Estrada - [Plaza] Birmingham Health Care

Admin View...

Vital Signs:

[Normal] Times New Roman 12 B I U

Plaza  
1600 20th Street South Birmingham, AL, 35205  
205-212-5600

Ready

Summary

Chart Navigator

Encounter View

- View as Text

3. Select Edit

4. Write your comments

Use Quick-Text to insert  
Attending Billing Statement  
if one not included

