Edit a previously cosigned and/or attested note

Occasionally the circumstance arises when a note that has already been cosigned and/or attested to needs to be edited. Follow the steps outlined below to address those notes and skip the error message.

Remove the cosign:

1. Before editing the co-signed note. You must first remove the original cosign. After selecting the encounter from the patient’s chart, click on the note tab located on the right side of the screen.
2. Once the note is open you will click on the More drop down and select Remove Cosign.

Attest and Edit note:

1. Select the Attest button at the top of the note panel

2. Select the Pencil icon located on the left side of the note to edit the note body.


Edit Note and attest from the In Basket message:

1. This a similar process as the one outlined above. You will single click on the In basket item listed, this will open the note review on the right side of your screen.

2. Click Attest on your tool bar to open the attest note screen.

3. Locate the Pencil Icon on the left side of the screen to open the Edit option