Purpose: Describes the steps for collaborating physician to review and co-sign orders signed by the nurse practitioner (NP) in Physician Portal. Note: Initially, order signing rights apply only to Nurse Practitioners. However, in the future, the functionality will also be made available for Physician Assistants. Requirements for the frequency and percentage of nurse practitioner orders the physician must review and co-sign vary from state to state. It is the physician’s responsibility to know and adhere to their state requirements for co-signing the NP’s orders.

Co-Sign NP/PA Signed Orders

1. In your web browser type: https://physician.davita.com/. Enter your Active Directory Username and Password and click Login.
2. Select NP/PA Order Review.
4. The NP/PA Order Co-Sign Summary screen displays. It shows the NP/PA Type, NP/PA Name, Orders Signed, Orders Co-Signed By You and % Co-Signed.
   a. The NP and PA list(s) default to display Current Calendar Month.
   b. To select a different time frame (Previous Calendar Month, Last 7 Days, etc.) click the drop-down arrow. Use the calendar icons to select the From and To date and then click Apply.
5. To co-sign orders, click Go To Co-Signature Queue.

If the NP/PA has not been assigned order signing rights, a message will display under the respective grid. You can assign rights by clicking Assign NP/PA Rights.

Click Print Summary to print the report.
6. **NP/PA Orders for Collaborating Physician** (only shows orders signed by active NP associated with the collaborating physician at this time).

   a. **Sort & Filter** can be activated by clicking the arrow. Options include: NP/PA Name, Clinic Name and Review Status (Awaiting Co-Signature, Signed or All). If sort criteria is selected, click **Apply** to refresh the screen.

   b. Hover the mouse over the order to display details.

7. Options for Co-Signing orders:

   a. Click the **Co-Sign** button beside each order.

   b. Check the box beside the order(s) you wish to co-sign and the Co-Sign All button on the lower right will update to show the number of orders selected. After you're done, click Co-Sign (#) button. (E.g., if two orders are selected the button on lower right will change from Co-Sign All to Co-Sign 2).

   c. To sign all orders on the page, click Co-Sign All.

   d. Click the hyperlink for the order, and the Order Details will display with a Co-Sign button.

The system will mark the NP/PA order as co-signed and stores an associated date/timestamp.