1. When starting as a clinician here at AASL, all documentation will require a cosign. Upon your completion/sign off of a note, it will be sent to someone in Quality Division for review.
2. Cosigns are required for the purposes of ensuring consistency of documentation across the team. Additionally, TRICARE does require a cosign until a clinician becomes an approved provider.
3. Once a note is signed, it will be removed from the Cosignee’s Dashboard onto the Cosigner’s dashboard. Daily notes should be completed within two business days, progress notes or discharge notes within 2-4 business days, and evaluations/reevaluations within two weeks.
4. If there are any edits that need to be made to documentation, the Cosigner will send an email outlining specific feedback. The cosigner will also designate a time which within these edits need to be made. If no time frame is specified, changes must be made within 48 hours of receiving this feedback to ensure timely completion of documentation.
5. Please do all edits within the note template. Do not edit the final draft page. Edits made in the final draft page result in a change to the note that prevents billing from adding charges. Billing will not be able to post charges until signed by cosigner if this occurs.
6. Tips for optimizing the cosign routine:
7. Familiarizing yourself with procedures as outlined in the Therapist Hat Pack
8. Being proactive about seeking feedback may help reduce the time it takes for editing/completing documentation
9. If you want feedback prior to signing a note, please communicate this to the Quality Division in a timely fashion so there is ample time for review.

**PROCEDURE AGREEMENT LOG**

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| Sign and date with your name if you are required to know this policy. By signing you are attesting that you have received, read, and understand the policy, and will apply it as required. |
| (Name) (Date) |
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