

Co-signatures

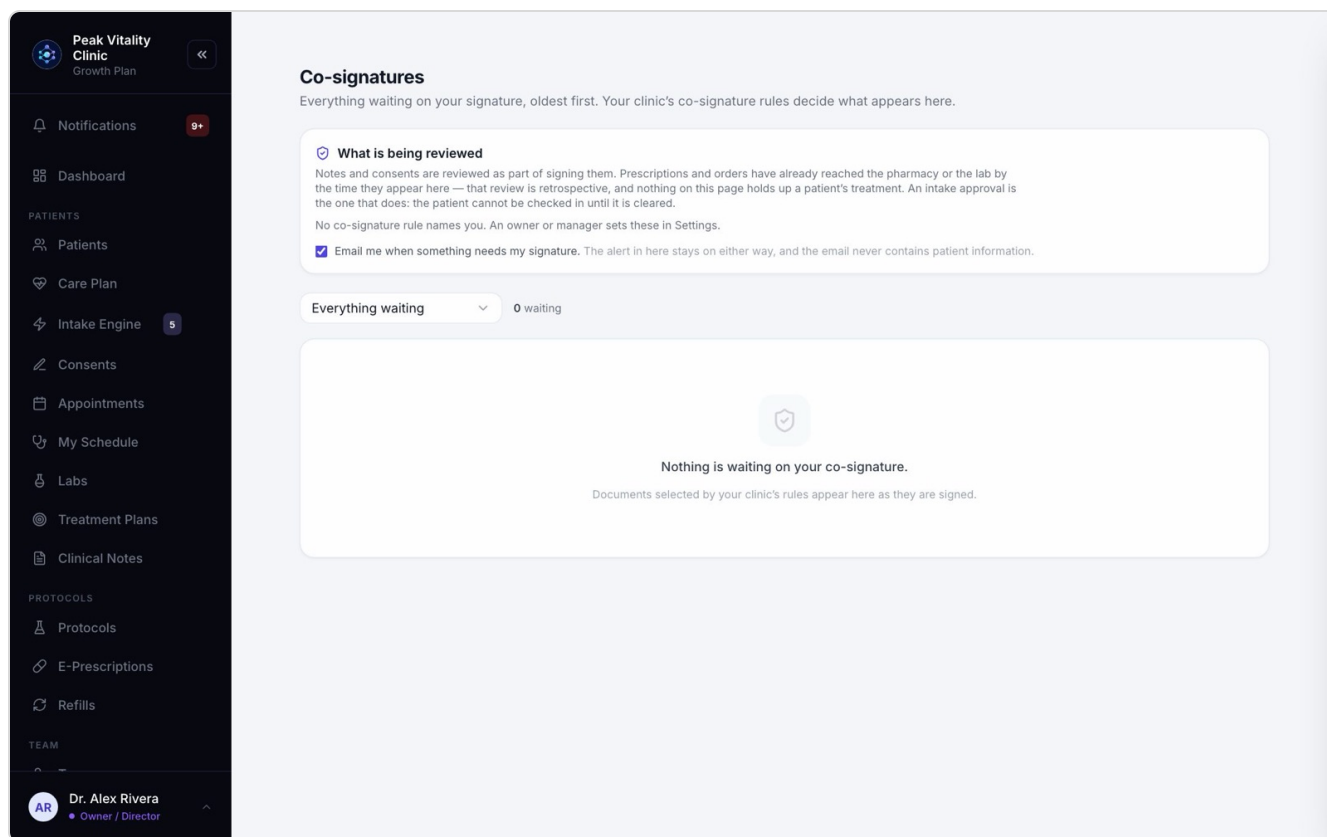
Everything waiting on your signature as a reviewer, oldest first. Read it, co-sign it or decline it, and choose whether you get an email when something new arrives.

Page manual · For Medical directors and reviewers, Owners, Managers · aminova.health/university/co-signatures

1. THE PAGE AT A GLANCE

Co-signatures is a reviewer's to-do list. It holds every document your clinic's rules send to you for a second signature: notes, consents, prescriptions, orders and intake approvals.

The list is yours alone. It only ever shows what is waiting on you, never on a colleague.



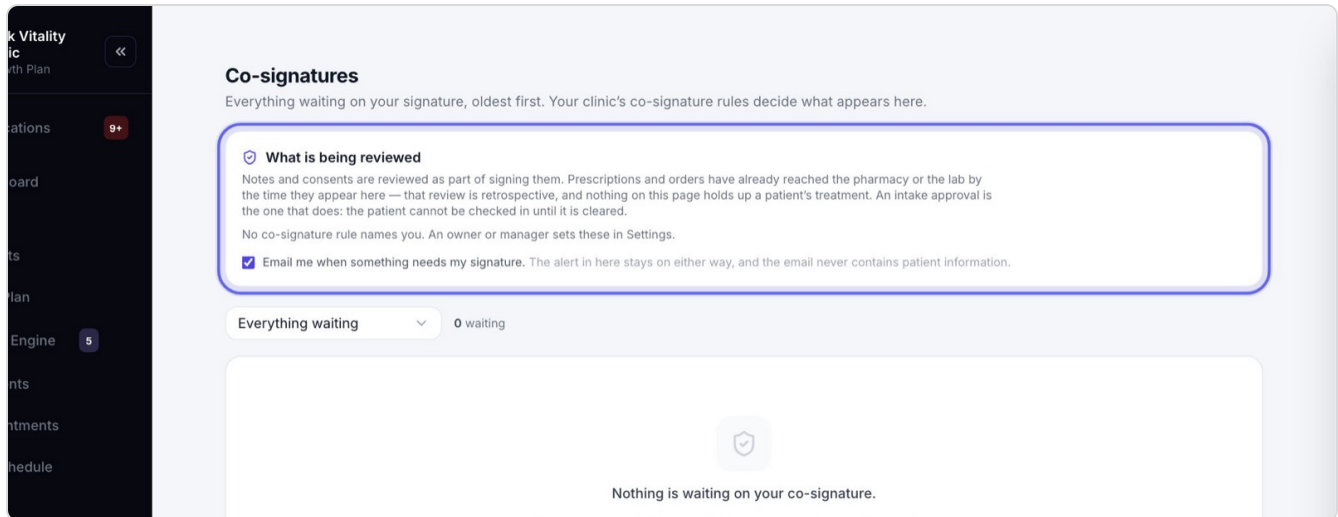
Co-signatures: what you review, the filter, and your queue.

2. WHO SEES THIS PAGE

1. **Co-signatures** shows in the sidebar only for people named as a reviewer on a co-signature rule, or who have something waiting.
2. A number on it counts what is waiting. It turns red when something is past the agreed time.
3. If no rule names you, the page says so. An owner or manager sets the rules in Settings.

3. WHAT YOU ARE REVIEWING

1. Notes and consents are reviewed as part of signing them.
2. Prescriptions and orders have already gone to the pharmacy or the lab by the time they reach you. You review them afterwards, and nothing here holds up a patient's treatment.
3. An intake approval is the one that waits on you: the patient can't be checked in until you clear it.



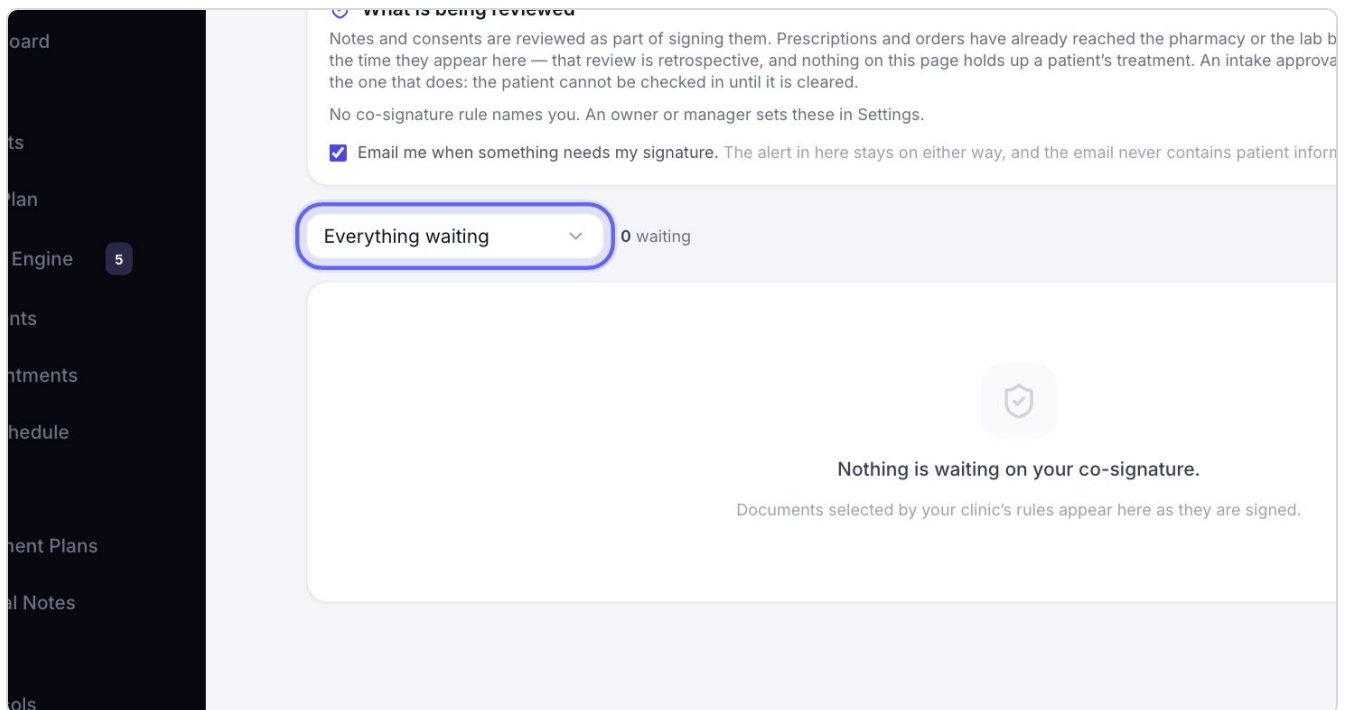
What is being reviewed, said at the top of the page.

4. YOUR QUEUE

1. The oldest is always at the top, so nothing sits forgotten at the bottom.
2. Each row has the patient, the kind of document, who wrote it, when it was signed and how long ago.
3. A red **Past the agreed time** tag means it is later than your clinic's rule allows. The count above the list shows how many.
4. "In the review sample" means the rule picked this one at random for review.

5. ONE KIND AT A TIME

1. Click **Everything waiting** to pick one kind.
2. Choose **Clinical notes, Consents, Prescriptions, Orders** or **Intake approvals**.
3. Pick **Everything waiting** again to see it all.



The filter shows one kind of document at a time.

6. READ IT FIRST

1. Click **Open** on a row to go to the document itself and read it.
2. Click the patient's name to open their chart.

7. CO-SIGN

1. Click **Co-sign** on the row.
2. Draw your signature in the **Sign here** box with your mouse or finger. **Clear** starts it again.
3. Click **Co-sign**. Until you draw, the button says **Sign above to continue**.
4. The row leaves your queue. Your signature is saved with the document, as proof you reviewed it.

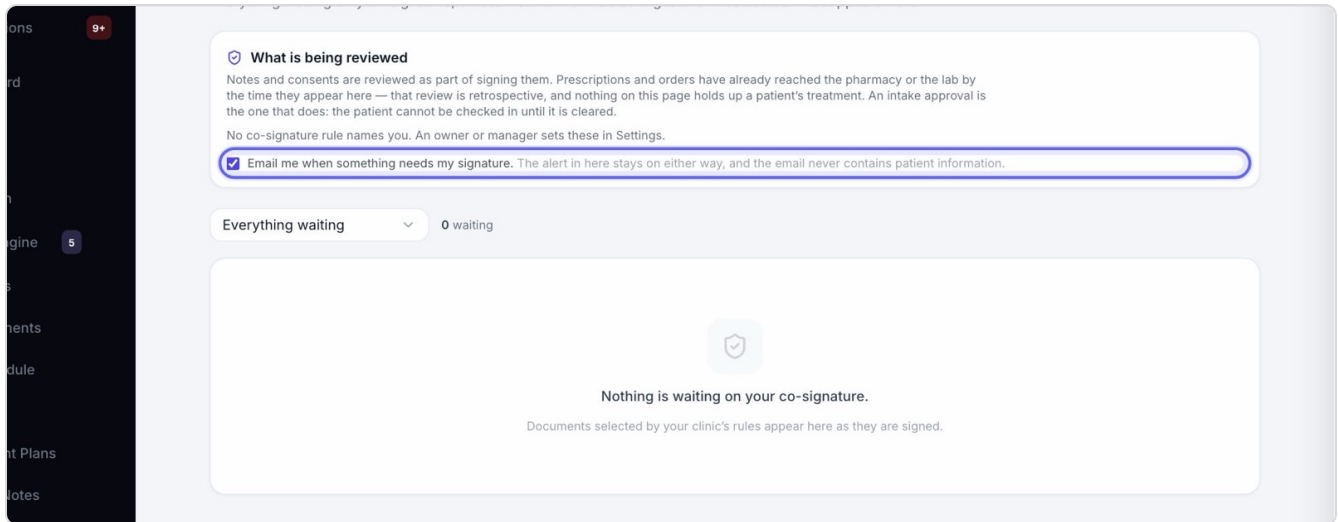
8. DECLINE

1. Click **Decline** on the row.
2. Say what needs to change before you can sign it. You can't decline without a reason.
3. Click **Record the decline**. It stays on the clinic's record with your reason. It is never sent to the patient.

9. EMAIL ALERTS

1. Tick **Email me when something needs my signature**. to get an email each time something new arrives. It starts ticked.
2. Untick it if you work in Aminova every day. The alert inside Aminova stays on either way.
3. The email says what kind of document is waiting and links to this page. It never has any patient information in it.

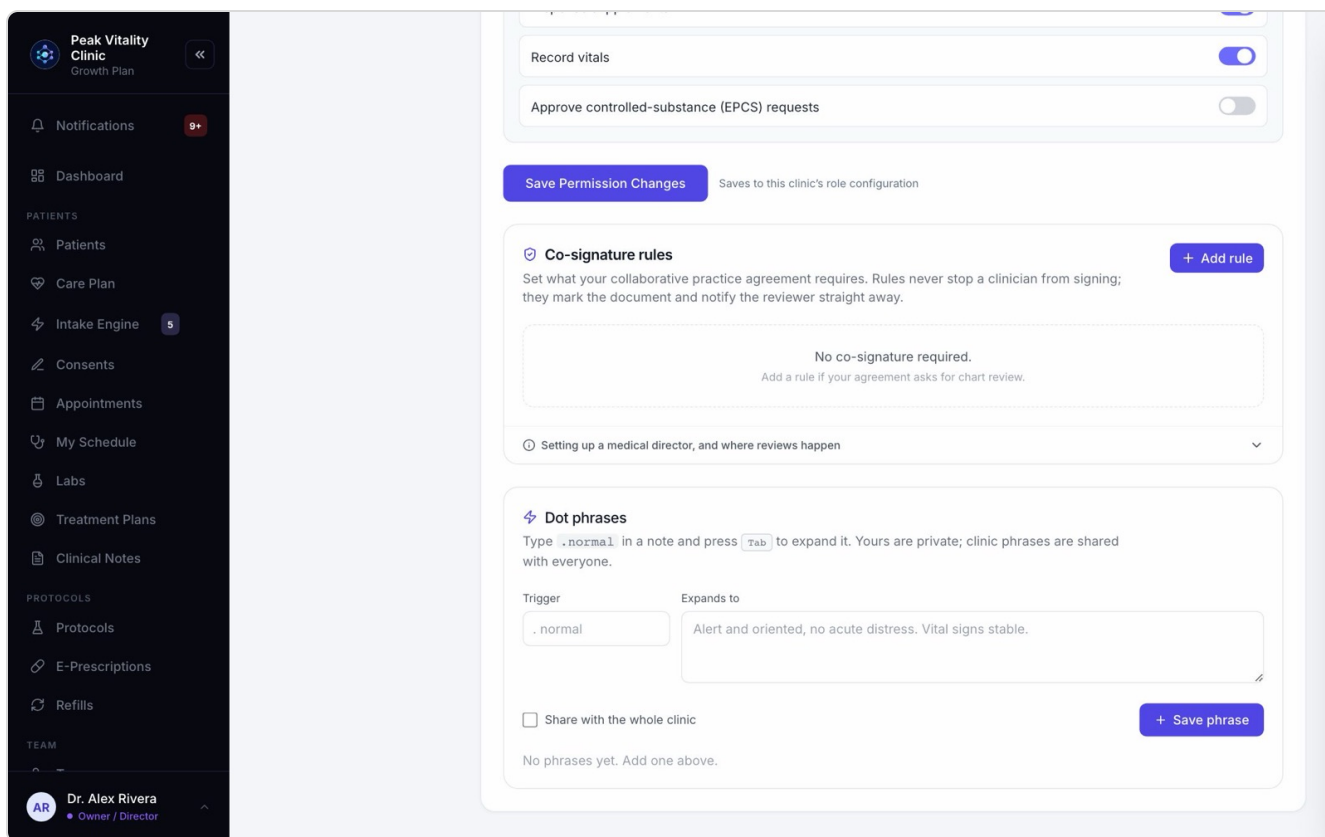
4. With the email on, anything that goes past the agreed time gets one reminder email. Only one.



The email switch, right on the page.

10. WHERE THE RULES ARE SET

1. Go to **Settings** and open **Roles & Permissions**.
2. Scroll down to **Co-signature rules**. Each rule reads as one sentence: who co-signs what share of whose documents.
3. Under each rule you see how many of this month's documents were signed off, and how many were declined.
4. A rule never stops anyone from signing. It marks the document and alerts the reviewer straight away.



Settings → Roles & Permissions → Co-signature rules.

11. ADD A RULE

1. Click **Add rule**.
2. Choose **Whose work is reviewed** and who it is **Reviewed by**.
3. Pick **Which documents**, then **How many**: **Every one**, or **A random sample** with a percentage.
4. Set **Due within (hours)**. Past that, the document is flagged as late.
5. Read the sentence under the fields to check it, then click **Save rule**.

Peak Vitality Clinic
Growth Plan

Notifications 9+

Dashboard

PATIENTS

Patients

Care Plan

Intake Engine 5

Consents

Appointments

My Schedule

Labs

Treatment Plans

Clinical Notes

PROTOCOLS

Protocols

E-Prescriptions

Refills

TEAM

Dr. Alex Rivera
Owner / Director

Record vitals

Approve controlled-substance (EPCS) requests

Save Permission Changes Saves to this clinic's role configuration

Co-signature rules
Set what your collaborative practice agreement requires. Rules never stop a clinician from signing; they mark the document and notify the reviewer straight away.

New rule

Whose work is reviewed Reviewed by
Choose a clinician... Choose the co-signer...

Which documents How many
Clinical notes A random sample 10 %

Due within (hours)
48 2 days

Choose the clinician and the co-signer to see the rule.

The sample is drawn per document and never changes — the same chart is always either in it or out of it, so the selection can be reproduced years later from the record alone. A percentage gives roughly that share, not an exact count.

Save rule Cancel

Setting up a medical director, and where reviews happen

A new rule, with the rule read back as a sentence before you save it.

Tip. The reviewer is an ordinary team member. Add them on the Team page first, then name them here.

12. CHANGE OR REMOVE A RULE

1. Click the pencil on a rule to edit it, or the bin to remove it.
2. Removing a rule stops new requests. Anything already waiting stays on the reviewer's Co-signatures page.