

How to Cosign a Treatment Note



1. Log in to www.HealthTrustGlobal.com
2. Click on “Case Management” from the Dashboard.
3. All treatments that need to be signed will appear on your screen.
4. Open each one to review it by clicking “Validate” next to the service.

DASHBOARD						Filter
CASE MANAGEMENT						
READY TO VALIDATE						
AGENT	DOS	PATIENT	SERVICE	VALIDATE	PASS	
[REDACTED]	03/26/18	[REDACTED]	OT ROUTINE ASSISTANT - PEDIATRIC OCCUPATIONAL THERAPY ASSISTANT ROUTINE VISIT	VALIDATE	PASS	
[REDACTED]	03/23/18	[REDACTED]	OT RE-EVAL - PEDIATRIC OCCUPATIONAL THERAPY RE-EVALUATION / PLAN OF CARE	VALIDATE	PASS	

5. Click on “Field Validation” from the top menu bar.
6. Review the fields in the drop-down bar and check notes for accuracy.
7. Click on “Supervision” from the top menu bar.
8. Add comments, if necessary.
9. If corrections to the note are needed:
 - a. DO NOT E-SIGN THE NOTE.
 - b. Call or email your therapy coordinator to have them fail the note back to the assistant for corrections.
10. If no corrections are needed:
 - a. Click on “E-Sign.”
 - b. Select “OK” on the popup menu to confirm your signature.
 - c. Click “Submit.”
 - d. You should see the message “Successfully Updated!”

SUPERVISION

Successfully updated!

SUBMIT

COMMENTS

SIGNATURE

E-SIGNED BY [REDACTED] ON 2018-04-10 11:33:20 US/CENT

DATE 04/10/2018

UNSIGN

NOTES

1. Assistant visits are not processed for payroll until they are co-signed.
2. It is the assistant’s responsibility to contact their supervisor before the weekend to ensure the supervisor has enough time to co-sign their notes before the Monday at noon deadline.