

## How to Use the Co-sign feature

Jay-Ileen (Ai) - 2025-03-19 - VSee Clinic for Providers

How the Primary Provider Requests Co-sign

To send a co-sign request, you need to complete the SOAP Notes first.

1. Go to the **Notes** tab on the Patient page.
2. Complete the SOAP Notes fields.
3. Click **Sign & Send**.

The screenshot displays the VSee patient record interface for Brianna Anne Williams. The status is 'Completed' and the urgency is 'Non-urgent (Minor)'. The 'Notes' tab is selected and highlighted with a red box and a red circle containing the number 1. Below the tabs, there is a search bar and a table with columns: Name, Quantity, Dispensings, Directions, Date, Prescriber / Pharmacy, and Status. The table is currently empty, showing 'No Items'. Below the table, there is a section for 'Preferred Pharmacy' with the name 'Shollenberger Pharmacy' and address '2002 S. McDowell Blvd Ext, Petaluma, CA, 94954, 7079845571'. There is also a section for 'Uploaded Files (optional)' with a dashed box and the text 'Drag and Drop files here' and 'Or Browse files'. At the bottom of the form, there are three buttons: 'Save as', 'Save', and 'Sign & Send'. The 'Sign & Send' button is highlighted with a red box and a red circle containing the number 3. A red box and a red circle containing the number 2 are also present around the 'Uploaded Files' section.

Open cs1.png



You will then see the “Request Co-Sign” button.

1. Click on **Request Co-Sign**.

Status: Completed Non-urgent (Minor) ⋮

← Brianna Anne Williams Offline

Demographics Intake **Notes** Payment Visits Problem list Health Medical History Allergies Medications Documents

Memo

**Notes**

**CPT Codes**

Codes	Qty	Modifiers	DX
99024 - FINE NDLE ASPIR; W/O IMAGING GUID - \$495	1		Z09 - Encounter for follow-up examination after completed treatment for conditions other than malignant neoplasm

**Notes**

**Plan/Care Instructions**

**Uploaded Files**  
no file uploaded

Signed by Dr. Sarah Bays, M.D. at 03/19/2025 10:40 AM

Edit Request Co-Sign

 Open cs2.png

A pop-up window will appear.

1. Select from the dropdown list the Provider you want to request co-signature with.

*Note: Only Providers who are added to the same clinic room as yours will appear on the dropdown list.*

1. Click **Request Co-Sign**.

Visual Exams  
no file uploaded

ICD Codes

Codes  
Z09 - Encounter for follow-up examination after completed treatment for conditions other than malignant neoplasm

Notes

CPT Codes

Codes	Qty	Modifiers	DX
99024 - FINE NDLE ASPIR; W/O IMAGING GUID - \$495	1		Z09 - Encounter for follow-up examination after completed treatment for conditions other than malignant neoplasm

Notes

Plan/Care Instructions

Uploaded Files  
no file uploaded

Signed by Dr. Sarah Bays, M.D. at 03/19/2025 10:40 AM

[Edit](#) [Request Co-Sign](#)

### Request Co-Signature

Select the supervising provider who will be notified to review and co-sign the note.

Select provider

[Request Co-Sign](#)

 Open cs3.png

The selected provider will receive an email/SMS of the co-sign request.

Below your date and time stamp will show a confirmation that the co-sign request was sent to the selected provider.

Status: Completed Non-urgent (Minor)

Brianna Anne Williams Offline

Demographics Intake **Notes** Payment Visits Problem list Health Medical History Allergies Medications Documents

Memo

IMAGING GUID - \$495 1 conditions other than malignant neoplasm

**Notes**

**Plan/Care Instructions**

**Uploaded Files**

no file uploaded

Signed by Dr. Sarah Bays, M.D. at 03/19/2025 10:40 AM  
Co-sign request sent to Andrew Miller by Dr. Sarah Bays, M.D. at 03/19/2025 10:42 AM

Edit Co-Sign requested

You will also see on the Reminder field of your Dashboard tab the status of the co-sign request if it is still pending.

Ready for Visits Oldest

Invite Patient Schedule

Today's Schedule

No appointments at this time.

E-Consult

No E-Consults at this time.

Reminder

- Aileen White  
Visit ID #1001409887  
Pending notes
- Aileen White  
Visit ID #1001409883  
Pending co-sign
- Brianna Anne Williams  
Visit ID #1001389538  
Pending co-sign

Show more

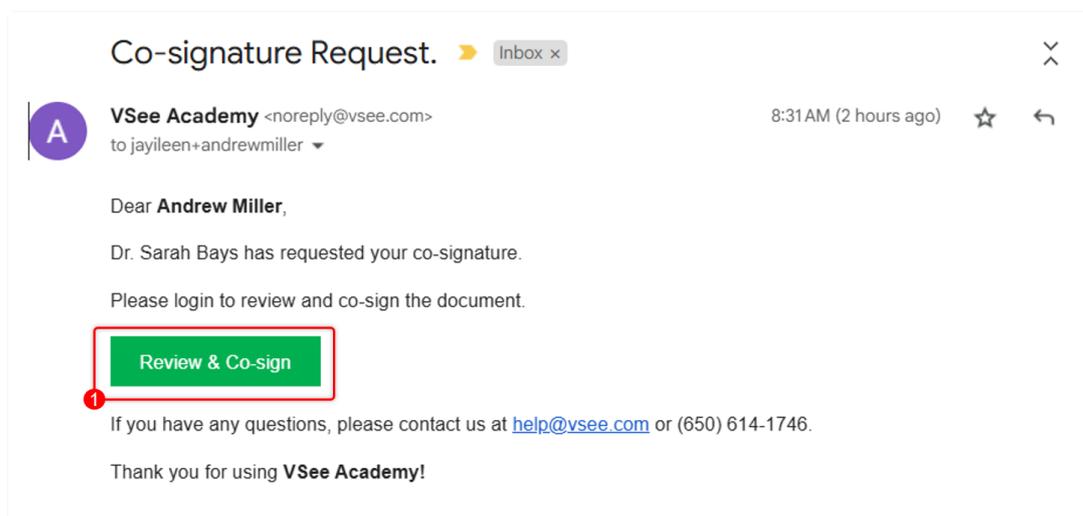
Open cs6.png



How the Co-Signer Provider Accepts the Request

Once a Primary Provider sends a co-sign request, the selected co-signer provider will receive an email/SMS notification about it.

1. Click on **Review & Co-sign**.



You will be routed to the login page if you have not logged in to your VSee

Clinic yet.

Open cs7.png

After clicking on the link (and logging in), you will be routed to the patient visit page and directly to the bottom of the Notes tab.

1. Click the **Co-Sign** button.

Status: Completed Non-urgent (Minor) Pending Co-sign

Call Add Participants

< Aileen White Offline

Demographics Intake Notes Payment Visits Problem list Health Medical History Allergies Medications Documents

Memo

**Notes**

Pain Management: Prescribed Ibuprofen 400mg every 6 hours as needed.  
Physical Therapy: Advised stretching and strengthening exercises.  
Lifestyle Modifications: Encouraged proper posture, ergonomic workspace setup.

**Plan/Care Instructions**

Follow-Up: Reassess in 2 weeks if no improvement; consider imaging if symptoms persist.

**Uploaded Files**

Patient Drug test result.jpg

Signed by Dr. Sarah Bays, M.D. at 03/19/2025 08:31 AM  
Co-sign request sent to Andrew Miller by Dr. Sarah Bays, M.D. at 03/19/2025 08:31 AM

Edit Co-Sign

Open cs8.png



1. A pop-up window will appear. Confirm and click on **Co-Sign**.

**CPT Codes**

Codes
99204 - I&D OF ABSO SINGLE - \$570
99203 - ACNE SURG

**Notes**

Pain Management: Pre  
Physical Therapy: Advised stretching and strengthening exercises.  
Lifestyle Modifications: Encouraged proper posture, ergonomic workspace setup.

**Plan/Care Instructions**

Follow-Up: Reassess in 2 weeks if no improvement; consider imaging if symptoms persist.

**Uploaded Files**

Patient Drug test result.jpg

Signed by Dr. Sarah Bays, M.D. at 03/19/2025 08:31 AM  
Co-sign request sent to Andrew Miller by Dr. Sarah Bays, M.D. at 03/19/2025 08:31 AM

[Edit](#) [Co-Sign](#)

Below your name, date, and time stamp will show a confirmation that the

chosen Provider will

*Note: You can also click on the **Request Co-Sign** button again to continue sending co-sign requests to other Providers.*

Status: Completed Non-urgent (Minor) Pending Co-sign

Call Add Participants

Aileen White Offline

Demographics Intake **Notes** Payment Visits Problem list Health Medical History Allergies Medications Documents

Memo

Notes

Pain Management: Prescribed Ibuprofen 400mg every 6 hours as needed.  
Physical Therapy: Advised stretching and strengthening exercises.  
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Plan/Care Instructions

Follow-Up: Reassess in 2 weeks if no improvement; consider imaging if symptoms persist.

Uploaded Files

Patient Drug test result.jpg

Signed by Dr. Sarah Bays, M.D. at 03/19/2025 08:31 AM  
I agree with the content of this note, and hereby submit my signature as the responsible party and for subsequent billing purposes.  
Signed by Andrew Miller at 03/19/2025 10:49 AM

Edit Request Co-Sign

Open cs10.JPG



*Note: Please reach out to your Account Manager if you'd like to enable this feature in your Clinic.*

Need more assistance? Send us an email at [help@vsee.com](mailto:help@vsee.com) or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

Tags

cosign

cosigning