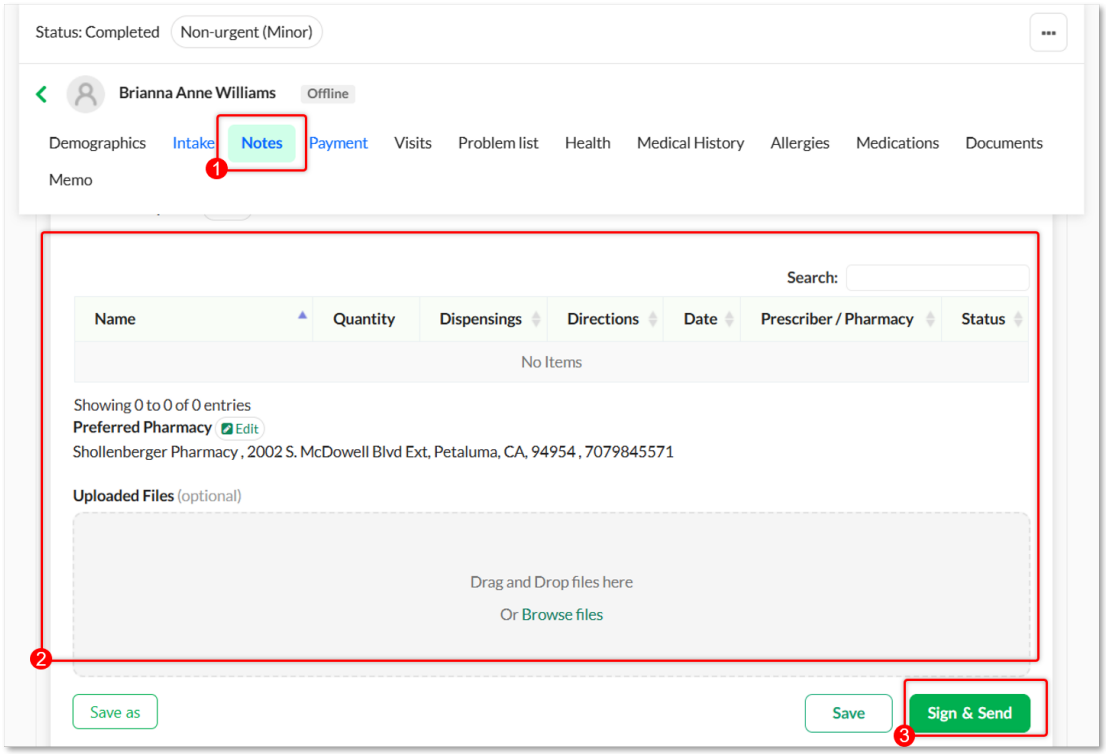
How to Use the Co-sign feature

Jay-Ileen (Ai) - 2025-03-20 - 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**.

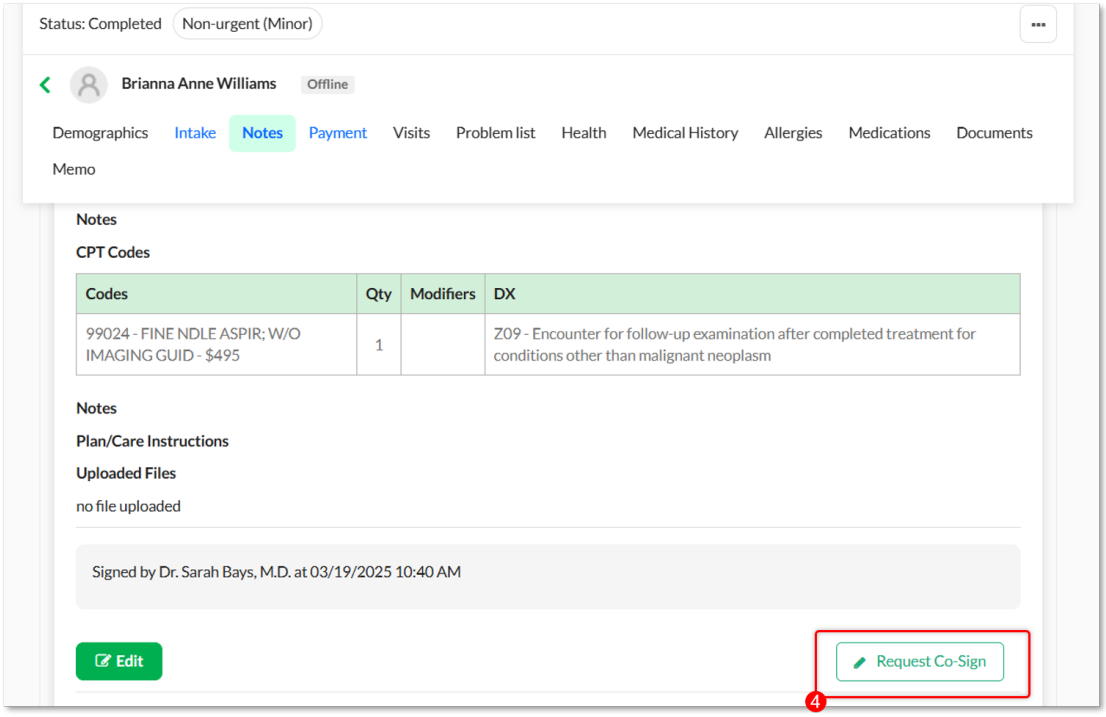


Open cs1.png



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

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



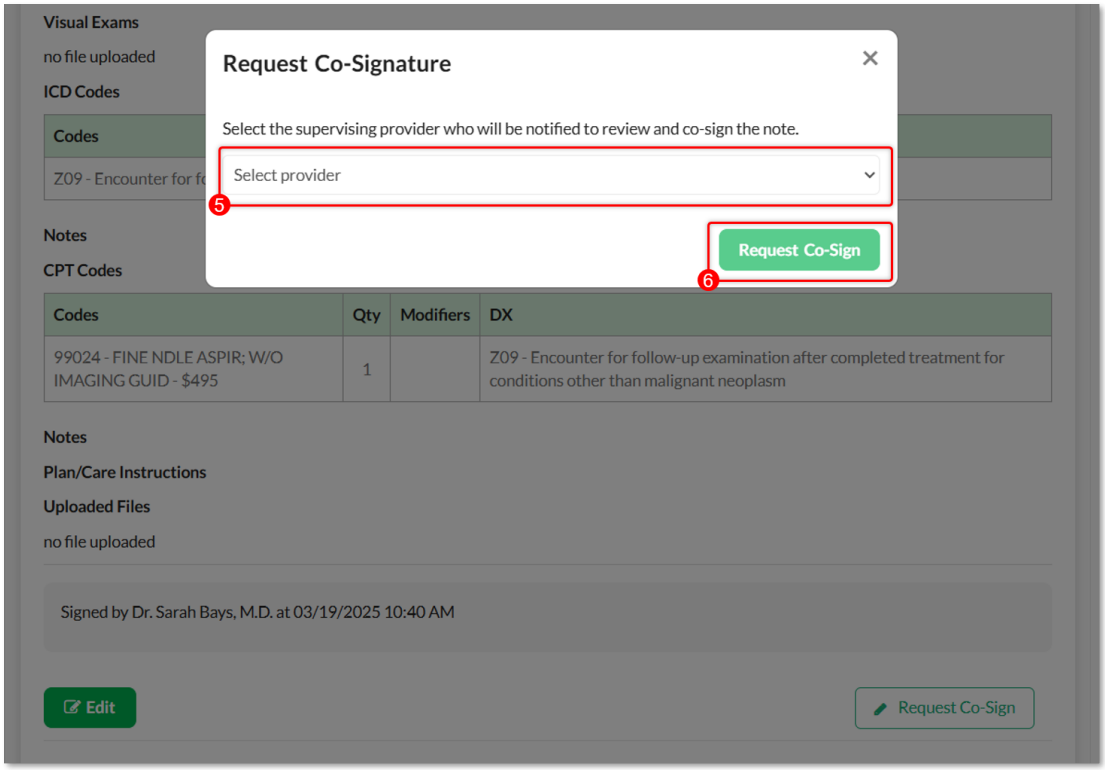
Open cs2.png

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**.

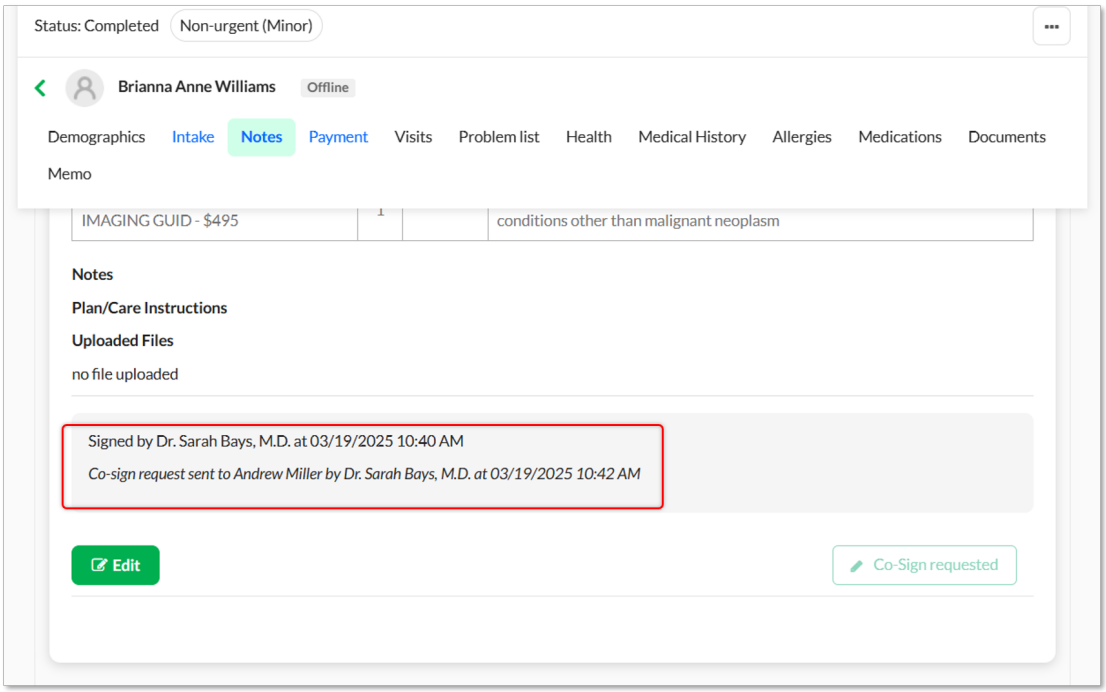


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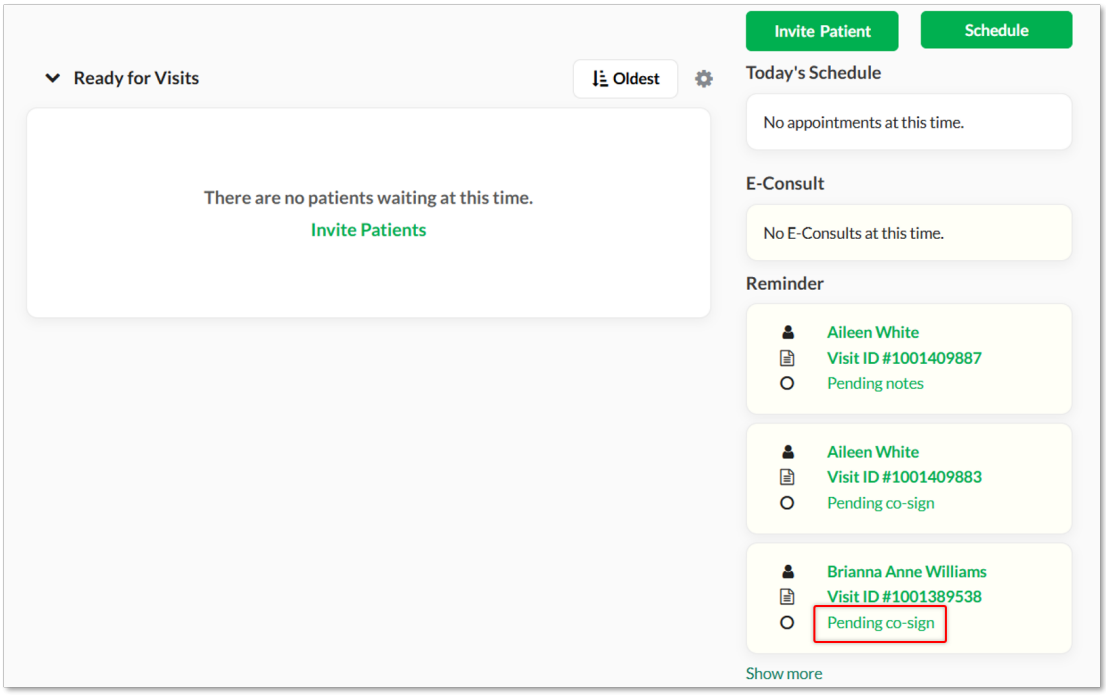


The selected provider will receive an email/SMS of the co-sign request.

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



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

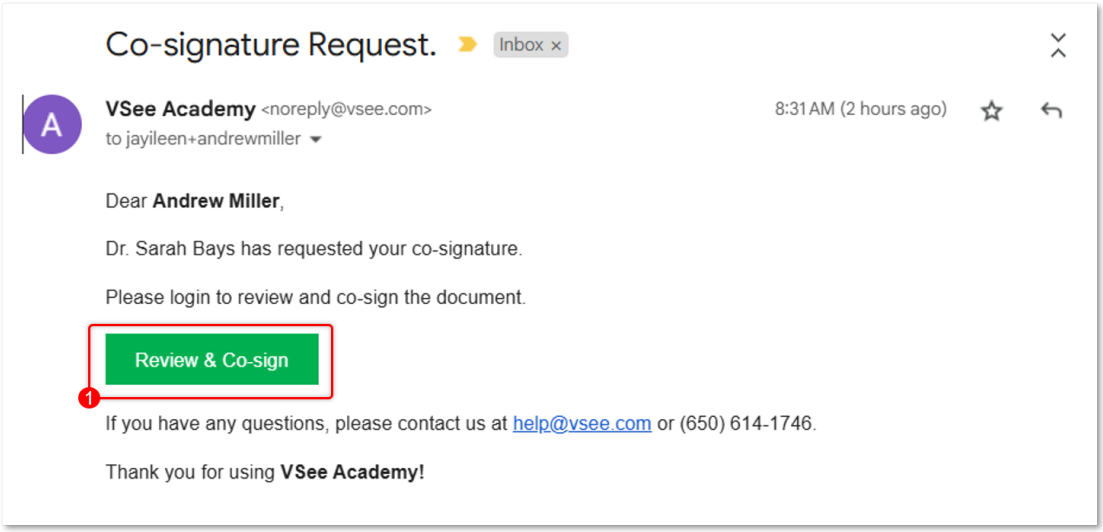


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How the Co-Signer Provider Accepts the Request

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**.

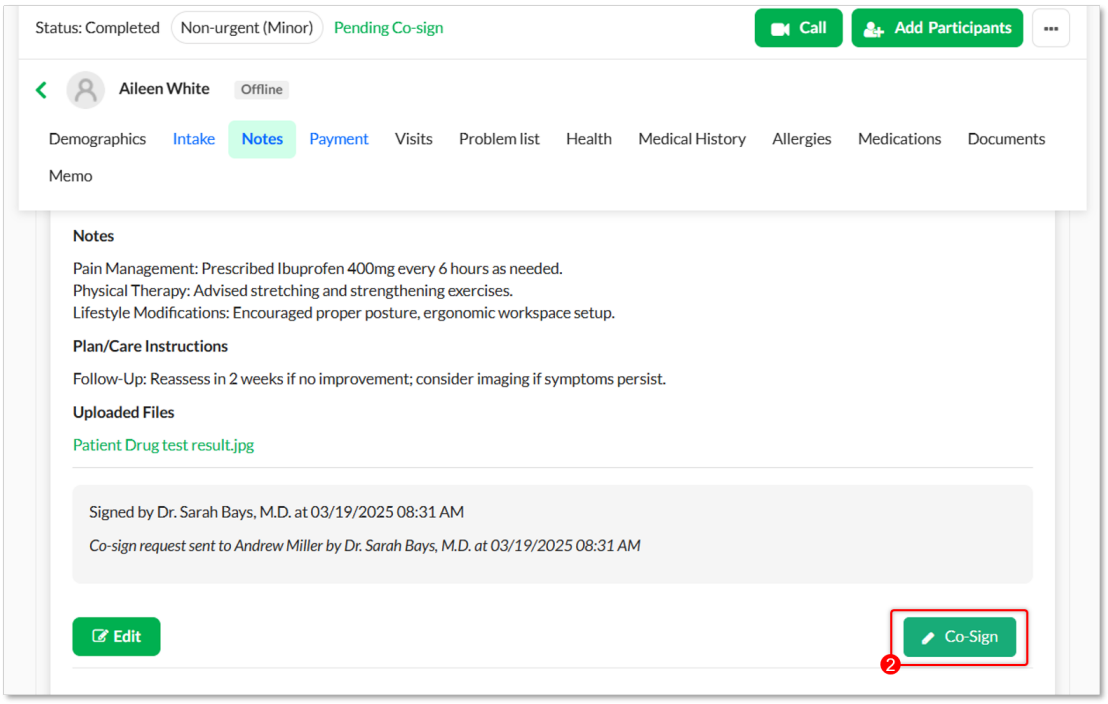


You will be routed to the login page if you have not logged in to your VSee Clinic yet.

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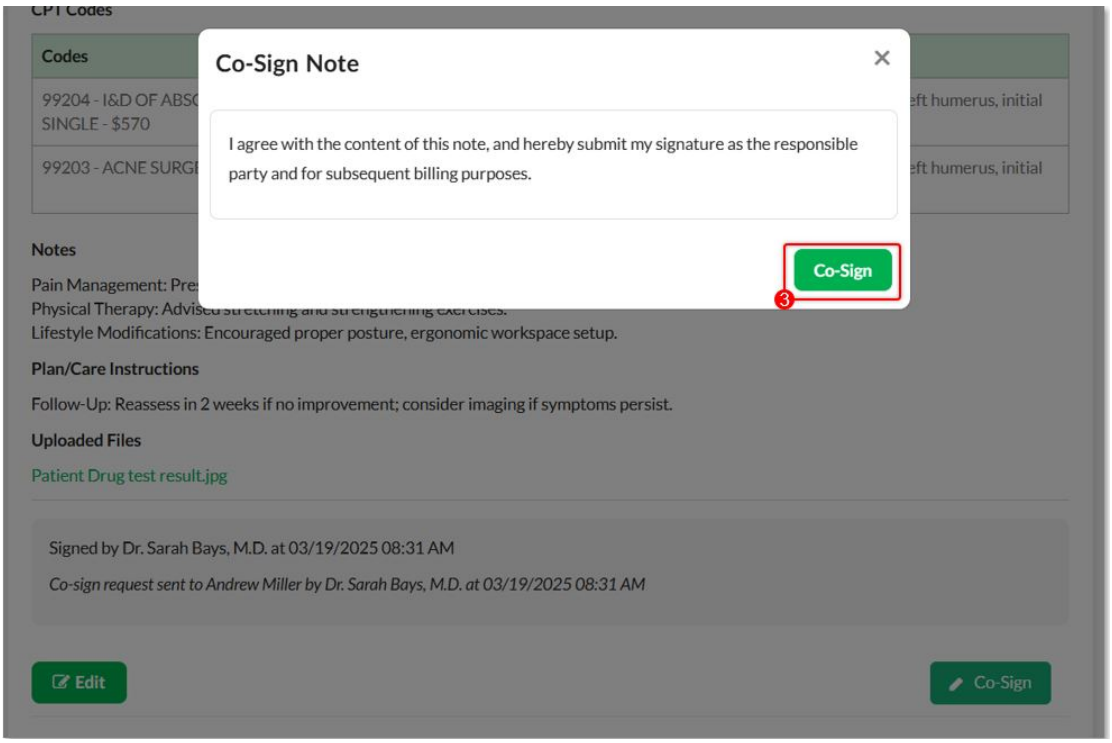
After clicking on the link (and logging in), you will be routed to the patient visit page and directly to the bottom of the Notes tab.

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



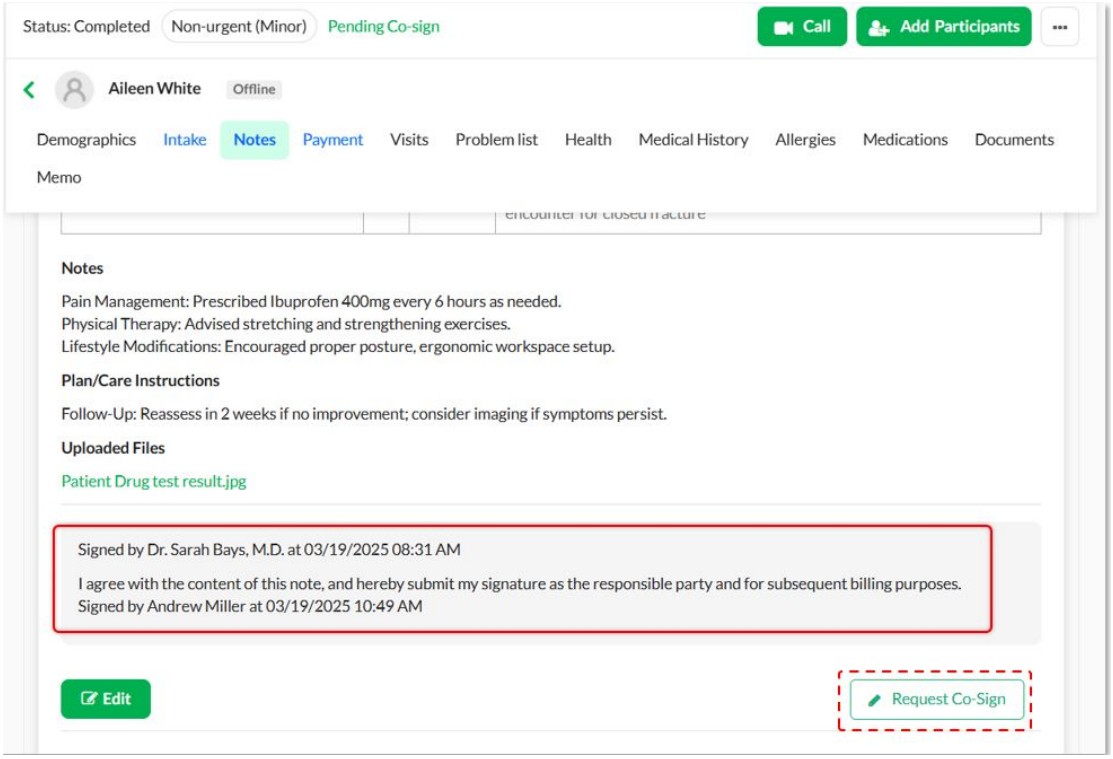
Open cs8.png

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



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 or check out the Help section under the Profile Menu of your VSee Clinic.

- Tags
- cosign
- cosigning