

Correcting a Note that Has the Wrong Date of Service

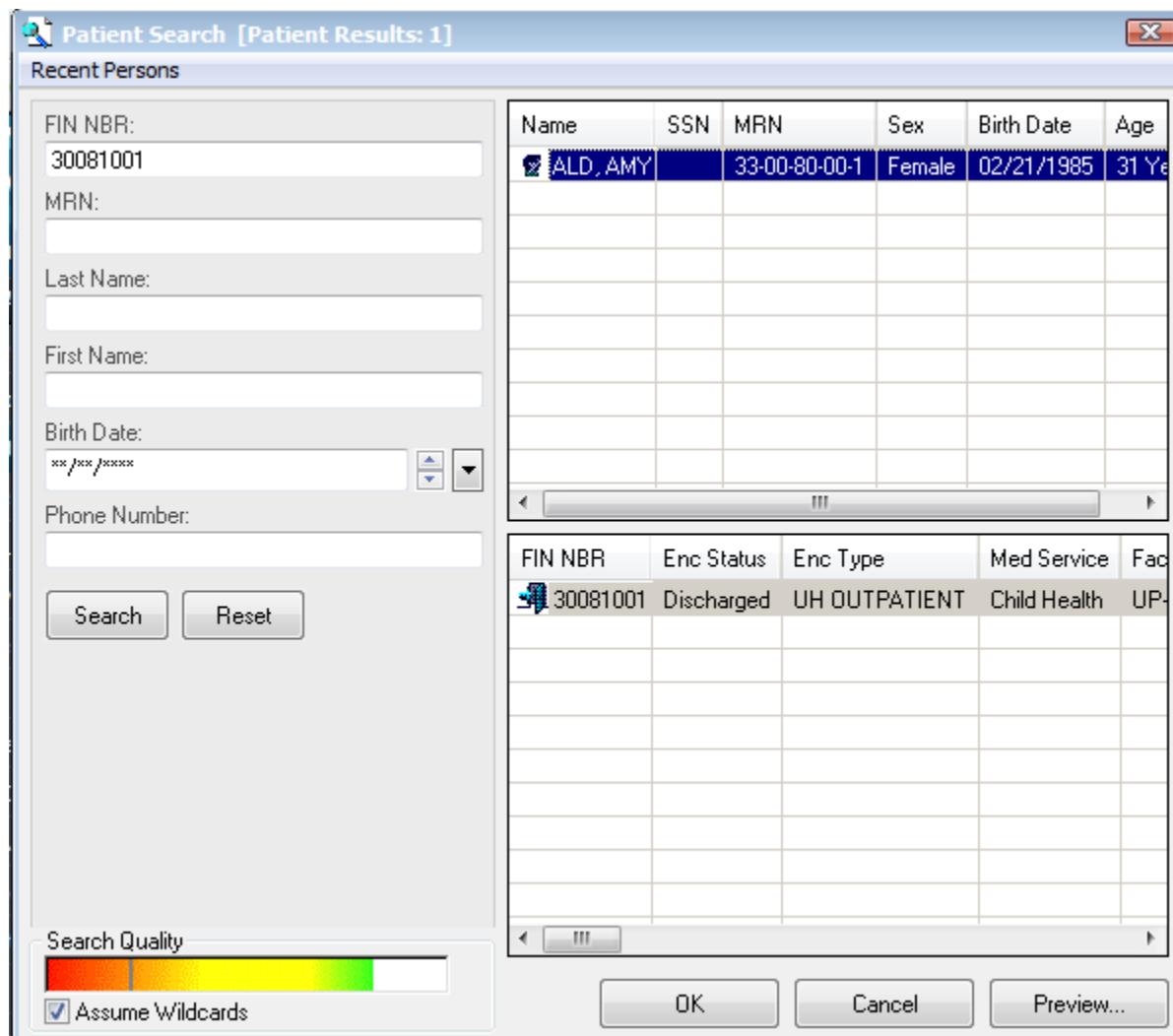
If a note has been charted on the wrong date of service documented it can be moved to the correct date and then the note that is in the wrong date of service can be removed from the patient's chart. **IMPORTANT:** Do not **In Error** the document that has the incorrect date of service until you have everything correct. If you **In Error** the note first then you won't be able to find it on the **Existing Notes** tab to copy to a new note.

Open the patient's chart to the correct FIN#

Click the magnify glass by the **Name** field in the upper right corner



Type the **FIN #** in the *FIN NBR* field. One visit and one patient will appear. Select the **visit** in the lower panel and click **OK**.

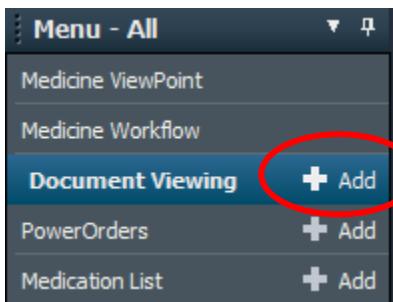


Check the banner bar to make sure the correct visit appears

ALD, AMY	DOB:02/21/1985	Age:31 years	Gender:Female	MRN:33-00-80-00-1	Loc:DIG HLTH CL
Allergies: NKA	FIN: 30081001	UH OUTPATIENT	VISIT DT: 03/09/2016 9:00	REASON: Abdominal Pain	Ad Hoc Results:Not Sub...
Code Status: No Electronic Code Status Order For ... MU Health:Never Invited Advance Directive: No Electronic Advance Directive Physician Contact: <No ... Clinical Research:Not Enr...					

Adding Document with Correct Folder Type

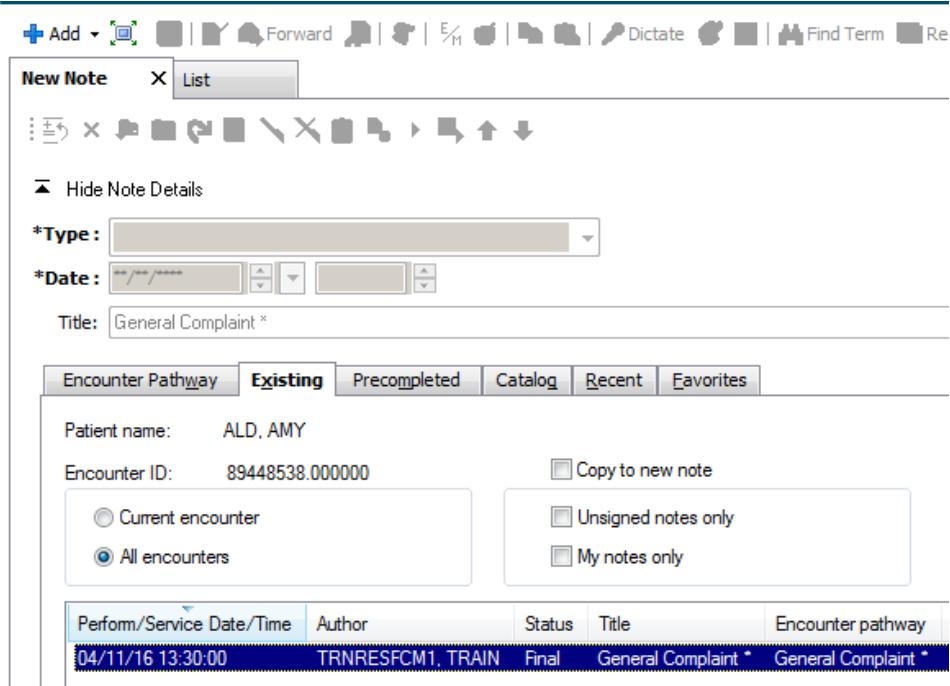
Click Document Viewing\Add on the Menu



Click the Existing tab

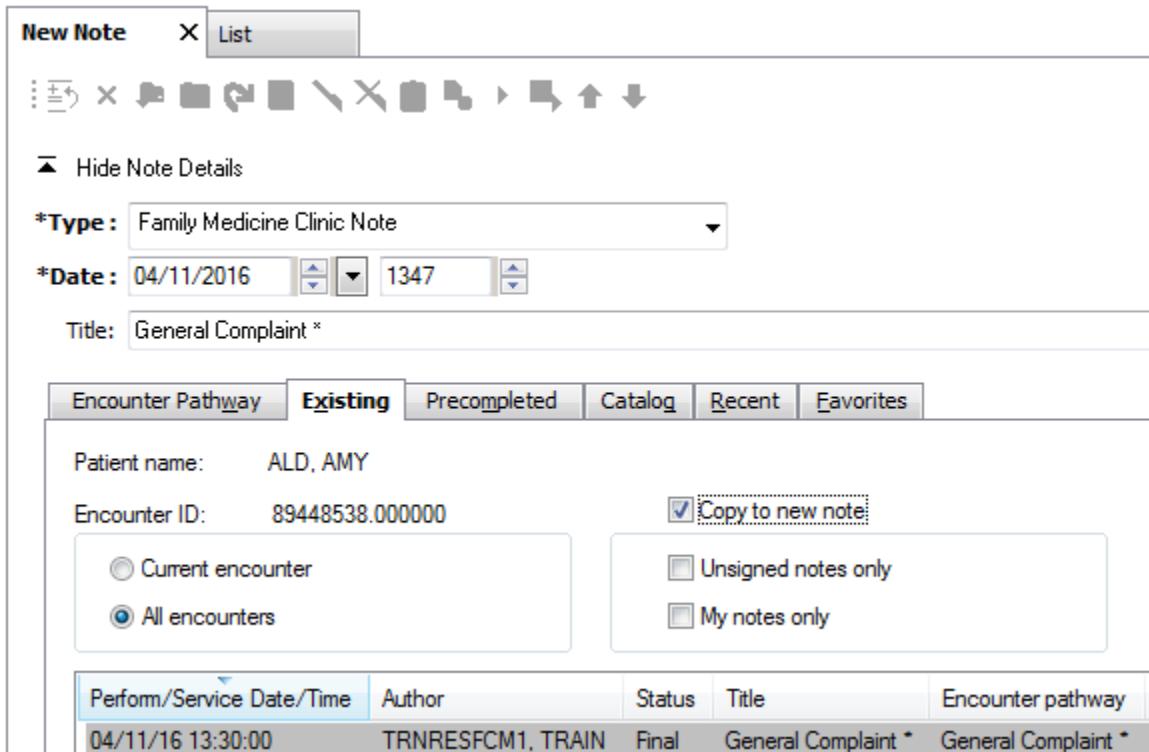
A screenshot of a 'New Note' interface. At the top, there are buttons for '+ Add', 'New Note', and 'List'. Below is a toolbar with various icons. The 'Existing' tab is selected in the tab bar. The main area shows patient information: Patient name: ALD, AMY, Encounter ID: 89448538.000000. There are checkboxes for 'Copy to new note', 'Unsigned notes only', and 'My notes only'. Buttons for 'Make Correction' and 'Delete' are also present. At the bottom, there is a footer with tabs for 'Perform/Service Date/Time', 'Author', 'Status', 'Title', 'Encounter pathway', 'In use by', 'In use since', and 'Diagnosis'.

If you don't see your note then you will need to click the **All Encounters** button on the *Existing* tab



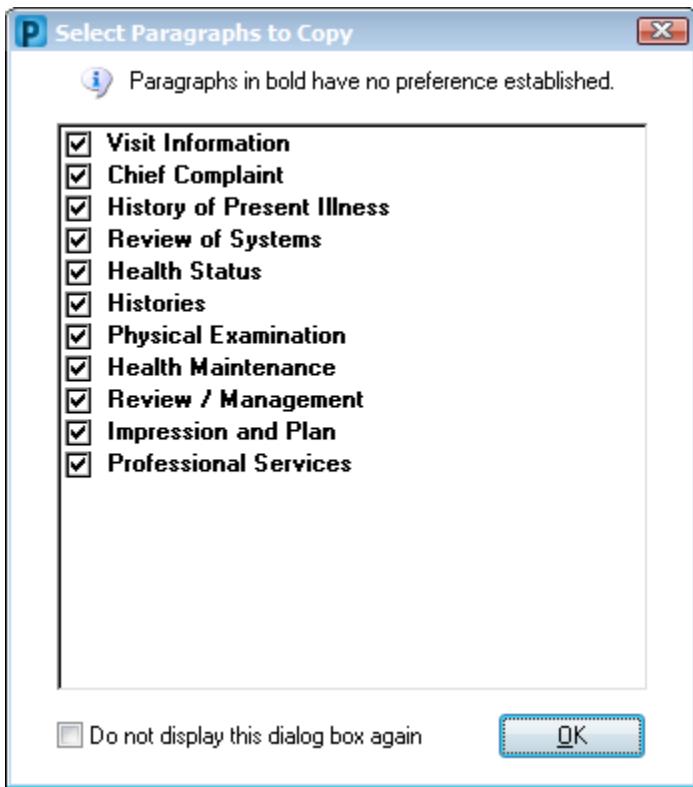
The screenshot shows the 'New Note' interface with the 'Existing' tab selected. The interface includes fields for 'Type' (set to 'General Complaint'), 'Date' (set to '04/11/2016'), and 'Title' ('General Complaint'). Below these are buttons for 'Encounter Pathway', 'Existing' (which is highlighted in blue), 'Precompleted', 'Catalog', 'Recent', and 'Favorites'. A section for 'Patient name' shows 'ALD, AMY'. The 'Encounter ID' is '89448538.000000'. To the right of the encounter ID are three checkboxes: 'Copy to new note' (unchecked), 'Unsigned notes only' (unchecked), and 'My notes only' (unchecked). A table below lists an encounter with details: 'Perform/Service Date/Time' (04/11/16 13:30:00), 'Author' (TRNRESFCM1, TRAIN), 'Status' (Final), 'Title' (General Complaint *), and 'Encounter pathway' (General Complaint *). The 'Existing' tab is highlighted in blue.

Highlight the correct document and then click the **Copy to new note** checkbox. Double click on the note to open it.

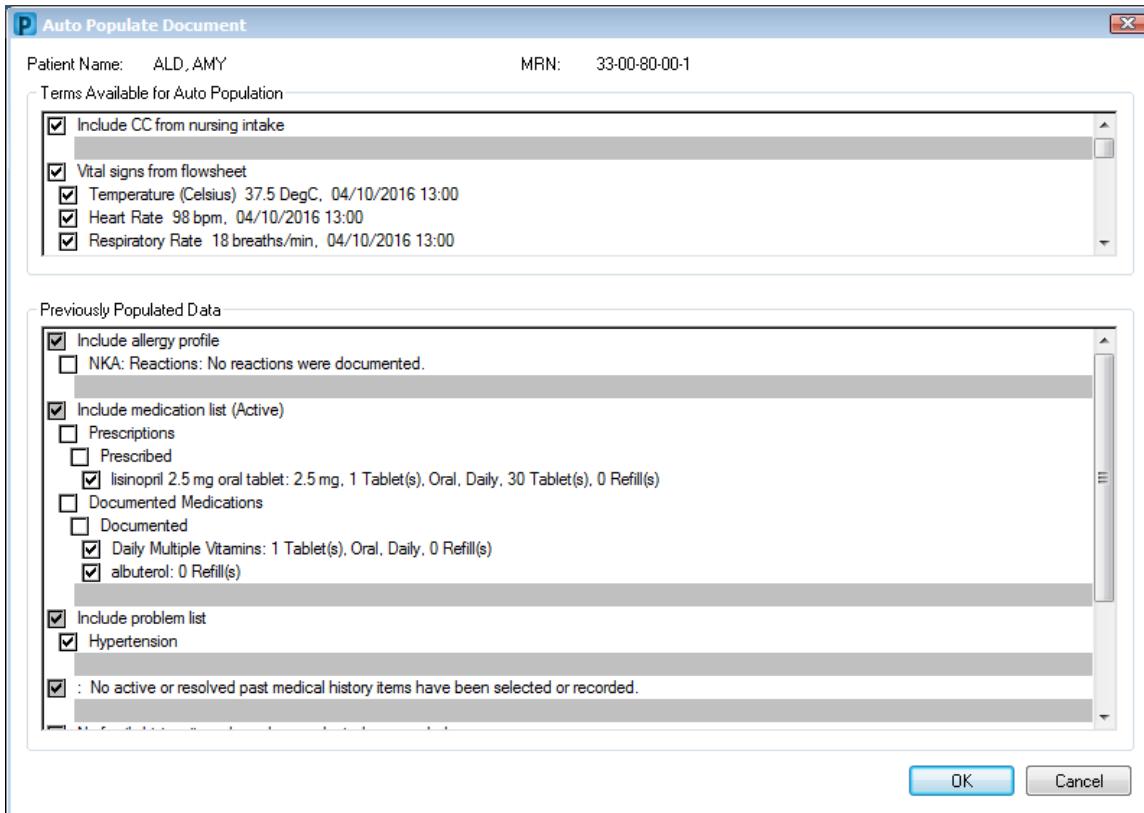


The screenshot shows the 'New Note' interface with the 'Existing' tab selected. The interface includes fields for 'Type' (set to 'Family Medicine Clinic Note'), 'Date' (set to '04/11/2016'), and 'Title' ('General Complaint'). Below these are buttons for 'Encounter Pathway', 'Existing' (which is highlighted in blue), 'Precompleted', 'Catalog', 'Recent', and 'Favorites'. A section for 'Patient name' shows 'ALD, AMY'. The 'Encounter ID' is '89448538.000000'. To the right of the encounter ID is a checked checkbox labeled 'Copy to new note'. Below this are three unchecked checkboxes: 'Unsigned notes only' and 'My notes only'. A table below lists an encounter with details: 'Perform/Service Date/Time' (04/11/16 13:30:00), 'Author' (TRNRESFCM1, TRAIN), 'Status' (Final), 'Title' (General Complaint *), and 'Encounter pathway' (General Complaint *). The 'Existing' tab is highlighted in blue.

Click **OK** on the *Select Paragraphs to Copy* dialogue box



Click **OK** on the *Auto Populate Document* window.



Double check the FIN# in the note and then look at the note to make sure it has the correct content in it.

Patient: ALD, AMY MRN: 33-00-80-00-1 FIN: 30081001
Age: 31 years Sex: Female DOB: 02/21/1985
Associated Diagnoses: None
Author: TRNRE SFCM1, TRAIN

Chief Complaint <Show Structure> <Use Free Text>
This is a note to show how to move a PowerNote to the correct FIN#.

If the content is correct click the **Sign/Submit** button in the lower right-hand corner.

Change the date and time to the **correct visit date and time**. Click the **Sign** button.

Type: Family Medicine Clinic Note

Title: General Complaint

Date: 03/09/2016 0900

Endorsers

Print final document

Create provider letter

Sign Cancel

The new note will appear on the Clinical Notes tab. Check the date/time and the FIN # to make sure everything is correct.

The screenshot shows the Clinical Notes interface. On the left, a navigation tree includes Diagnostic Reports, Admission Documents, Progress Notes, Op/Procedure Document, Clinic Notes (selected), Cardiology IM Clinic, Family Medicine Clinic (selected), and Social Services. Under Family Medicine Clinic, two items are listed: 04/11/2016 13:30 and 03/09/2016 09:00. The main content area displays a note with the following details:

Result type: Family Medicine Clinic Note
Result date: March 09, 2016 09:00
Result status: Final
Result title: General Complaint *
Performed by: TRNRESFCM1, TRAIN on April 11, 2016 14:03
Verified by: TRNRESFCM1, TRAIN on April 11, 2016 14:03
Encounter info: 30081001, UP-DIG HLTH CL, UH OUTPATIENT, 03/09/2016 - 02/01/2016

*** Final Report ***

General Complaint *

Patient: ALD, AMY MRN: 33-00-80-00-1 FIN: 30081001
Age: 31 years Sex: Female DOB: 02/21/1985
Associated Diagnoses: None
Author: TRNRESFCM1, TRAIN

Chief Complaint
This is a note to show how to move a PowerNote to the correct FIN#.

In Error the Note on the Incorrect Date of Service

Highlight the note that needs to be In Error with the incorrect date of service.

The screenshot shows the Clinical Notes interface with the 'In Error' status applied to a note. The note details are identical to the one in the previous screenshot, but the status is different. The note content is as follows:

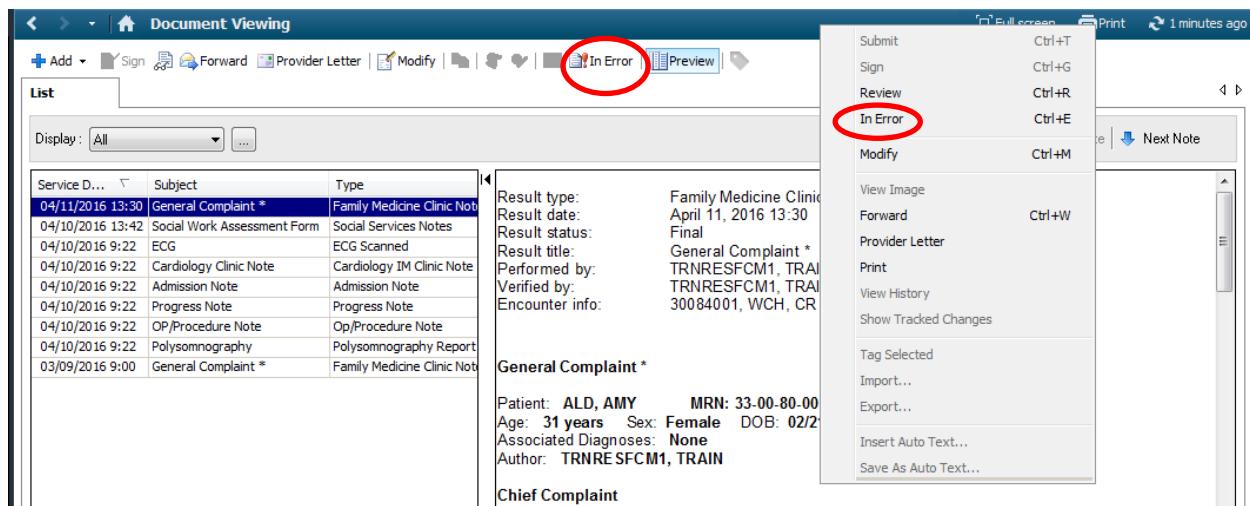
Result type: Family Medicine Clinic Note
Result date: April 11, 2016 13:30
Result status: Final
Result title: General Complaint *
Performed by: TRNRESFCM1, TRAIN on April 11, 2016 13:31
Verified by: TRNRESFCM1, TRAIN on April 11, 2016 13:31
Encounter info: 30084001, WCH, CR INPATIENT, 03/09/2016 -

*** Final Report ***

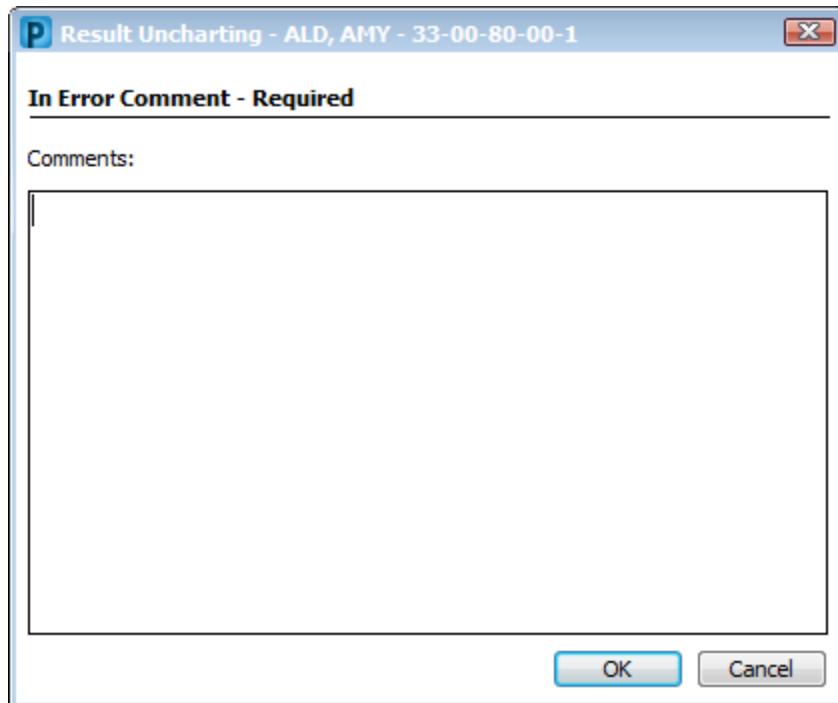
General Complaint *

Patient: ALD, AMY MRN: 33-00-80-00-1 FIN: 30084001
Age: 31 years Sex: Female DOB: 02/21/1985

Right click within the document view panel and select In Error OR select the In Error button.



Type in reason for In Error not, for example: *Incorrect date of service*. Once message is typed click **OK**.



The note with the incorrect document type will now show In Error Report in red letters at the top of the note.

Result type: Family Medicine Clinic Note
Result date: April 11, 2016 13:30
Result status: Result In Error
Result title: General Complaint *
Performed by: TRNRESFCM1, TRAIN on April 11, 2016 13:31
Verified by: TRNRESFCM1, TRAIN on April 11, 2016 13:31
Encounter info: 30084001, WCH, CR INPATIENT, 03/09/2016 -

*** In Error Report ***

Result Comment by TRNRE SFCM1, TRAIN on April 11, 2016 14:24

Incorrect FIN

General Complaint *

Patient: ALD, AMY MRN: 33-00-80-00-1 FIN: 30084001
Age: 31 years Sex: Female DOB: 02/21/1985
Associated Diagnoses: None
Author: TRNRE SFCM1, TRAIN

Chief Complaint

This is a note to show how to move a PowerNote to the correct FIN#.

Health Status

Allergies:

Allergic Reactions (All)

Severity Not Documented

NKA- No reactions were documented.