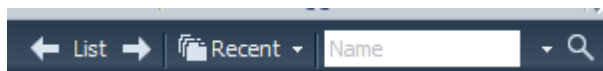


Correcting a Note that Has the Wrong Date of Service

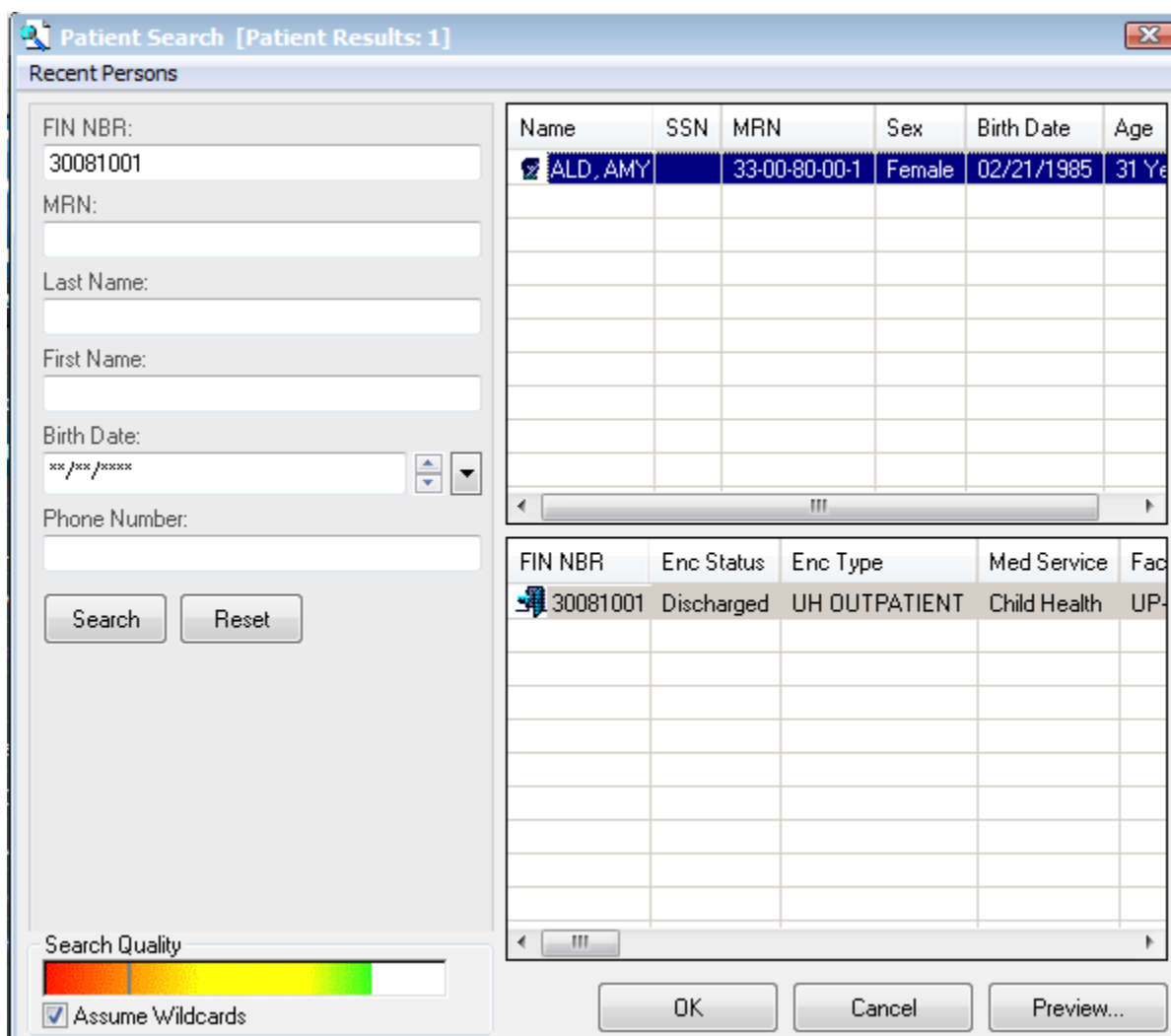
If a note has been charted on the wrong date of service documented it can be moved to the correct date and then the note that is in the wrong date of service can be removed from the patient's chart. **IMPORTANT:** Do not **In Error** the document that has the incorrect date service until you have everything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



Patient Search [Patient Results: 1]

Recent Persons

FIN NBR: 30081001
MRN:
Last Name:
First Name:
Birth Date:
Phone Number:

Search Quality ☒ Assume Wildcards

Name	SSN	MRN	Sex	Birth Date	Age
ALD, AMY		33-00-80-00-1	Female	02/21/1985	31 Yr

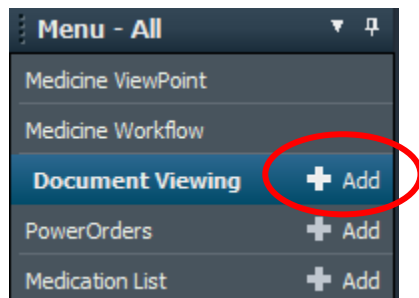
FIN NBR	Enc Status	Enc Type	Med Service	Fac
30081001	Discharged	UH OUTPATIENT	Child Health	UP-

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

+ Add [Icons] Forward [Icons] Dictate [Icons] Find Term [Icons] Required [Icons]

New Note X List

[Icons]

Hide Note Details

*Type: [Dropdown]

*Date: [Date Picker]

Title: [Text Field]

Encounter Pathway **Existing** Precompleted Catalog Recent Favorites

Patient name: ALD, AMY

Encounter ID: 89448538.000000

☒ Current encounter ☐ All encounters

☐ Copy to new note ☐ Unsigned notes only ☐ My notes only

Make Correction Delete

Perform/Service Date/Time	Author	Status	Title	Encounter pathway	In use by	In use since	Diagnosis
---------------------------	--------	--------	-------	-------------------	-----------	--------------	-----------

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

+ Add Forward Dictate Find Term Re

New Note X List

Hide Note Details

*Type:

*Date:

Title: General Complaint *

Encounter Pathway Existing Precompleted Catalog Recent Favorites

Patient name: ALD, AMY

Encounter ID: 89448538.000000 ☐ Copy to new note

☐ Current encounter ☐ Unsigned notes only

☒ All encounters ☐ My notes only

Perform/Service Date/Time	Author	Status	Title	Encounter pathway
04/11/16 13:30:00	TRNRESFCM1, TRAIN	Final	General Complaint *	General Complaint *

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

New Note X List

Hide Note Details

*Type: Family Medicine Clinic Note

*Date: 04/11/2016 1347

Title: General Complaint *

Encounter Pathway Existing Precompleted Catalog Recent Favorites

Patient name: ALD, AMY

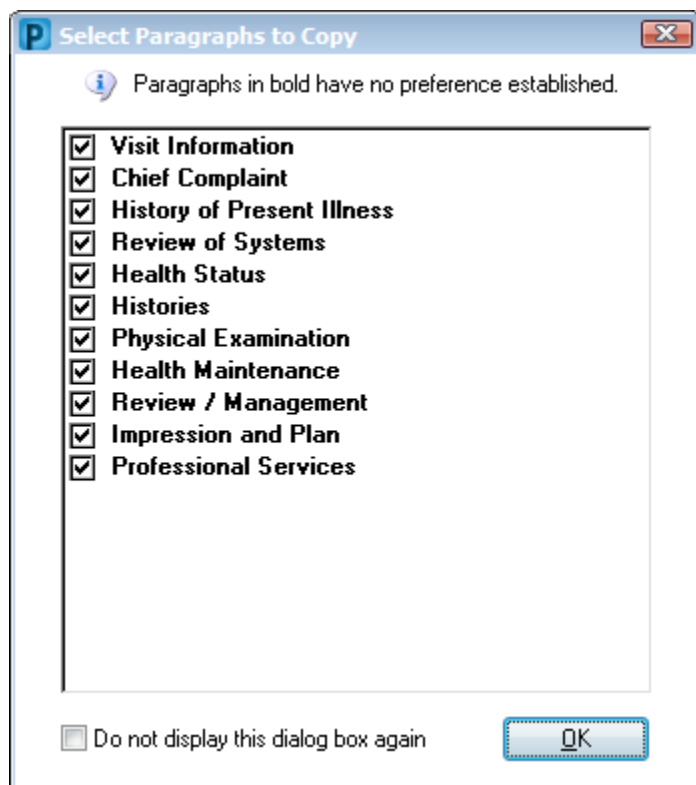
Encounter ID: 89448538.000000 ☒ Copy to new note

☐ Current encounter ☐ Unsigned notes only

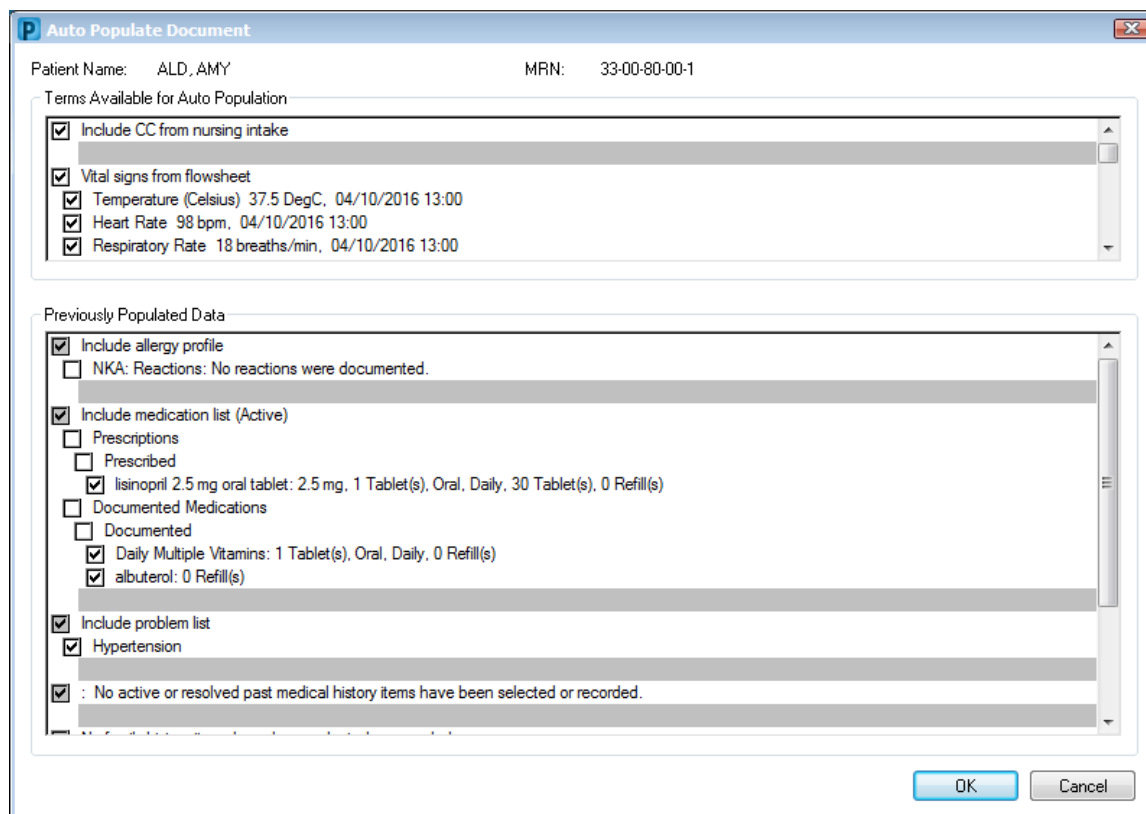
☒ All encounters ☐ My notes only

Perform/Service Date/Time	Author	Status	Title	Encounter pathway
04/11/16 13:30:00	TRNRESFCM1, TRAIN	Final	General Complaint *	General Complaint *

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.

Document Viewing

General Complaint * X List

- Visit Information
- ✓ Chief Complaint
- History of Present Illness
- Review of Systems
- ✓ Health Status
- ✓ Histories
- ✓ Physical Examination
- ✓ Health Maintenance
- ✓ Review / Management
- Impression and Plan
- Professional Services

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

Visit Information <Show Structure> <Use Free Text>
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.

DOB: 02/21/1985 Age: 31 years Gender: Female MRN: 33-00-80-00-1
FIN: 30081001 UH OUTPATIENT VISIT DT: 03/09/2016 9:00 REASON: Abdominal Pain

Sign/Submit Note

*Type: Family Medicine Clinic Note

Title: General Complaint *

*Date: 03/09/2016 0900 Current Date

Endorsers

☐ Request endorsement Remove Endorser Manage Defaults

Endorser	Type	Due By	Comment
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☐ 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.

Clinical Notes

Sunday, April 12, 2015 - Tuesday, April 12, 2016 : 9 out of 9 documents are accessible. (Date Range) In Error

Diagnostic Reports
Admission Documents
Progress Notes
Op/Procedure Documents
Clinic Notes
Cardiology IM Clinic
Family Medicine Clinic
 04/11/2016 13:30
 03/09/2016 09:00
Social Services

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.

+ Add - Sign Forward Provider Letter Modify In Error Preview

List

Display: All

Previous Note Next Note

Service Date	Subject	Type
04/11/2016 13:30	General Complaint *	Family Medicine Clinic Note
04/10/2016 13:42	Social Work Assessment Form	Social Services Notes
04/10/2016 9:22	ECG	ECG Scanned
04/10/2016 9:22	Cardiology Clinic Note	Cardiology IM Clinic Note
04/10/2016 9:22	Admission Note	Admission Note
04/10/2016 9:22	Progress Note	Progress Note
04/10/2016 9:22	Op/Procedure Note	Op/Procedure Note
04/10/2016 9:22	Polysomnography	Polysomnography Report
03/09/2016 9:00	General Complaint *	Family Medicine Clinic Note

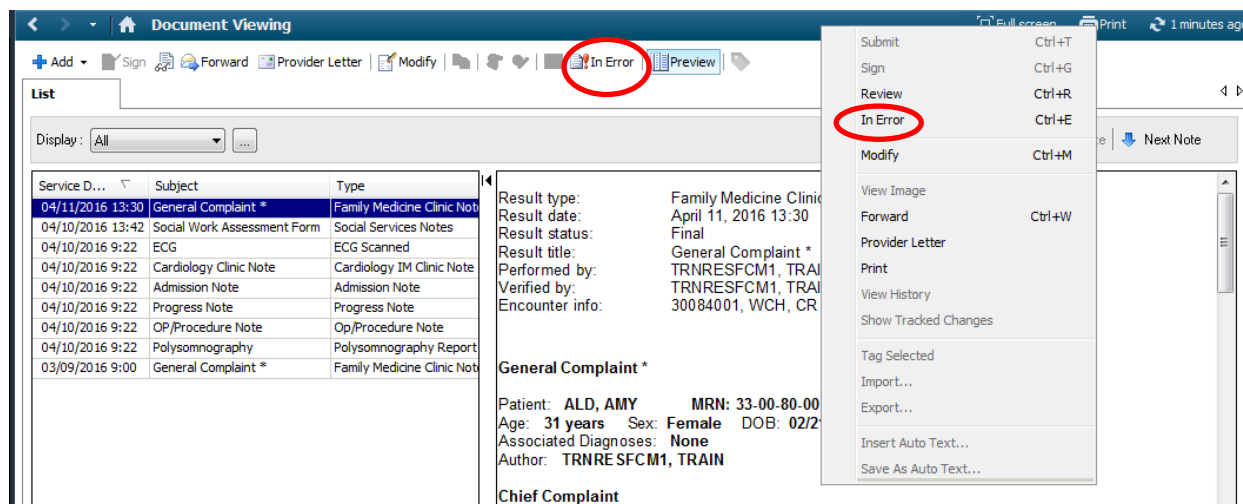
Result type: Family Medicine Clinic Note
 Result date: April 11, 2016 13:30
 Result status: Final
 Result title: General Complaint *
 Performed by: TRNRESFCM1, TRAIN on April 11, 2016 13:31
 Verified by: TRNRESFCM1, TRAIN on April 11, 2016 13:31
 Encounter info: 30084001, WCH, CR INPATIENT, 03/09/2016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

*** Final Report ***

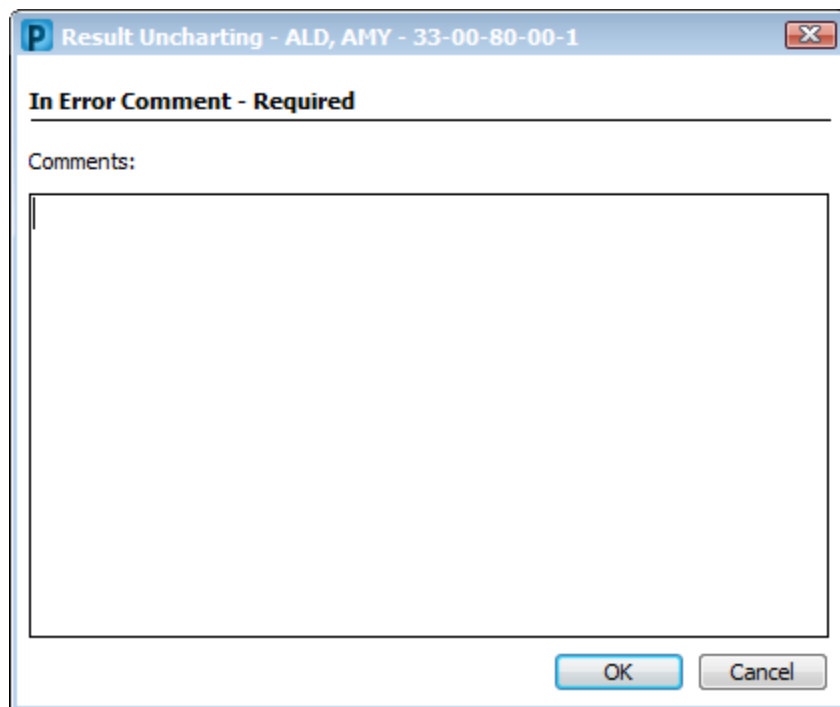
General Complaint *

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 TRNRESFCM1, 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: **TRNRESFCM1, 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.