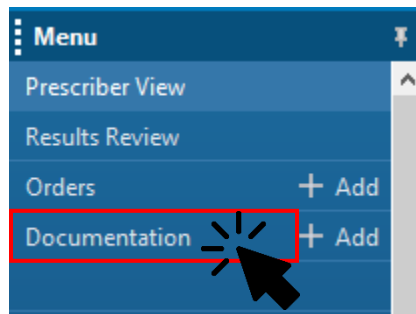


PRESCRIBERS

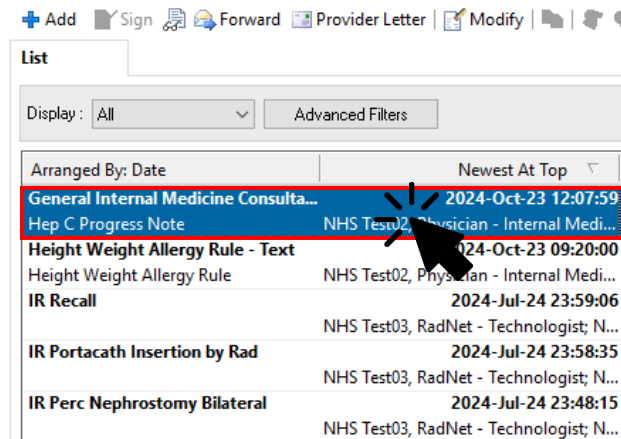
Documentation Correction (Wrong Encounter or Patient)

1. When a documentation is identified to be on the wrong patient or encounter, open the patient's chart with wrong documentation.

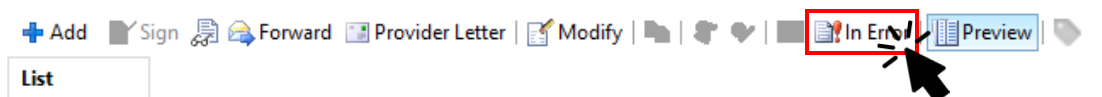
2. Locate and click **Documentation** on the blue menu.



3. Select the documentation that requires correction.




4. Select **In Error** to mark the document as "In Error".






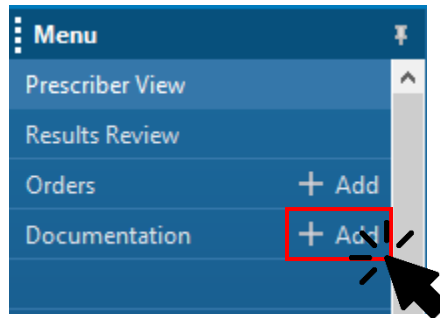
DOCUMENTATION CORRECTION

HOSPITAL INFORMATION SYSTEM (HIS)

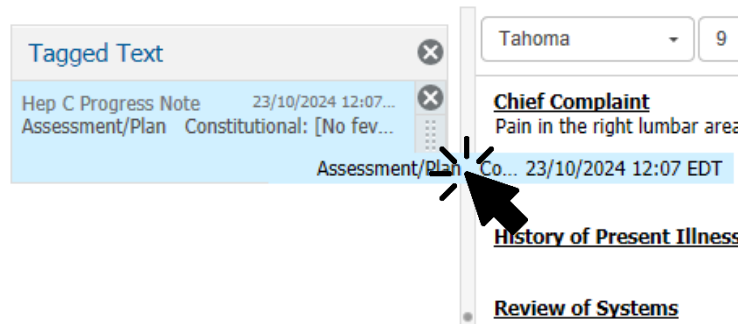
- Copy or Tag  the content of "In Error" document by highlighting the content.
- Head to the correct patient's chart or encounter.
 - Note:** You can check if you are on the correct encounter by reviewing the encounter number/FIN located on the patient demographics bar.

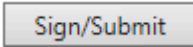


- Click  next to documentation on the blue menu.



- Choose the note type and open the new note. Paste or drag the tagged text into your note.



- Click 

Please refer to the next page for notes and considerations.



DOCUMENTATION CORRECTION

HOSPITAL INFORMATION SYSTEM (HIS)

Notes and Considerations

- Can use traditional copy methods, or tagging. Tagging can only be used if it's on the same patient, therefore, in scenarios where the note is on the wrong encounter.
- If documentation is on wrong patient, ensure that the note makes sense on the correct patient (i.e. lab values, vital signs etc.) before signing.
- Keep the original incorrect patient's chart open so you can copy and paste the contents of your note onto the correct patient.
- Review any formatting issues that may arise from the copy/paste workflow and correct as needed using the formatting toolbar above the document.

