

DOCUMENTATION CORRECTION HOSPITAL INFORMATION SYSTEM (HIS)

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.

Menu	Ŧ
Prescriber View	^
Results Review	
Orders + Add	
Documentation 🚬 🖌 + Add	

3. Select the documentation that requires correction.





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- 5. Copy or Tag the content of "In Error" document by highlighting the content.
- 6. 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.

HE	Y, JUDE 🗵			
	HEY, JUDE Admin Sex:Female	MRN:11002870 DOB:09/Jul/1960	Allergies: penicillin Age:64 years	Attending:NHS Test02, Physician - Dece WH76 000 km (22, Oct 2024)
	*Code Status: <no available="" data=""></no>	Isolation: <no available="" data=""></no>	Alerts:No Alerts Documented	PreReg FIN: 22-004170 Loc: SCS

7. Click + Add next to documentation on the blue menu.

Menu	Ŧ
Prescriber View	^
Results Review	
Orders	+ Add
Documentation	+ Add /

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



9. Click

Sign/Submit

Please refer to the next page for notes and considerations.

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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.

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