Documentation Corrections for Patient Care Management Staff
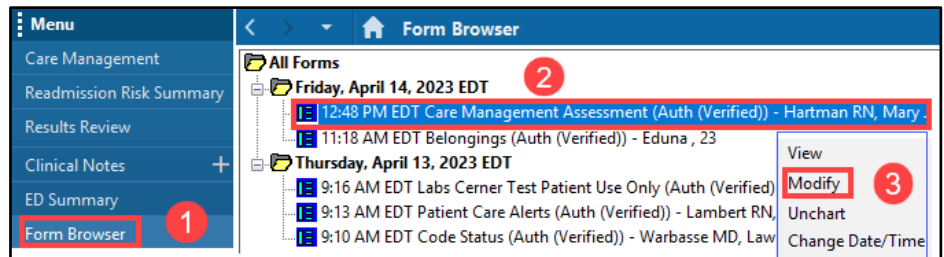
Users may make corrections to their own forms using the Modify, Unchart, or Change the Date/Time options.
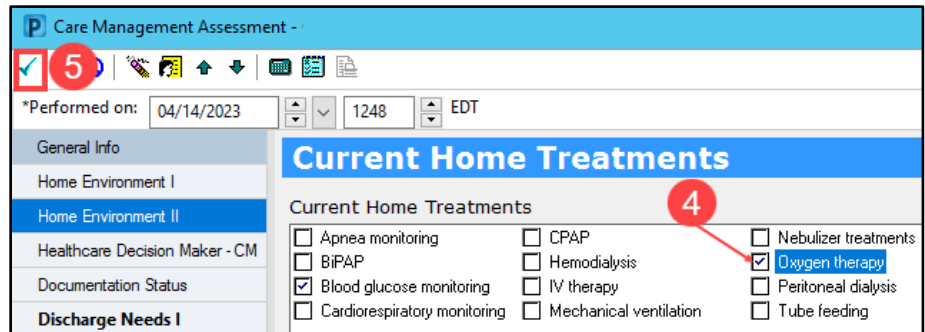
Modify

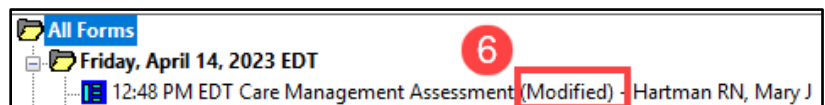To add information or make corrections on the form:

1. Select **Form Browser** on the dark menu of the patient's chart.

2. Right click on the form displayed on the right side of the screen.

3. Select **Modify**.

4. Enter, remove, or correct the needed information.
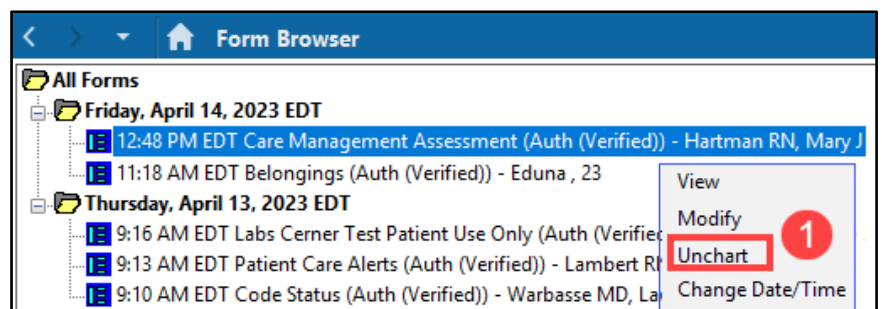
5. Sign with the green check mark.

6. Once the screen is refreshed, the form status will display as Modified to reflect changes have been made.

Unchart

To unchart when documentation has occurred on the incorrect visit, patient, or if charting is duplicated:

1. Right click on the form and select **Unchart**.

2. Enter the reason the form needs to be uncharted.

3. Sign with the green check mark.

4. Once the screen is refreshed, a red line displays through the form indicating the data has been removed from the chart.

Change Date/ Time

To correct the date or time to reflect the actual time the service was performed:

1. Right click on the form and select **Change Date/Time**.

2. Enter the correct date and/or time.

3. Enter a comment explaining the reason for the change.

4. Sign with the green check mark.

5. Once the screen is refreshed, the form displays as modified and is moved to the corrected chronological order reflecting the date/time change.