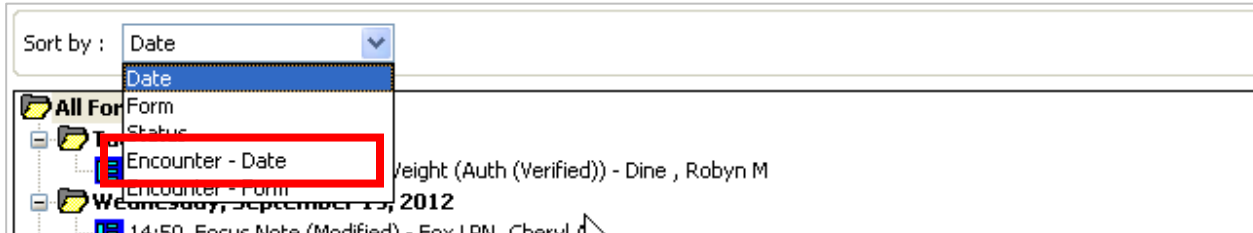


## How to Correct Documentation Charted on the Wrong Visit

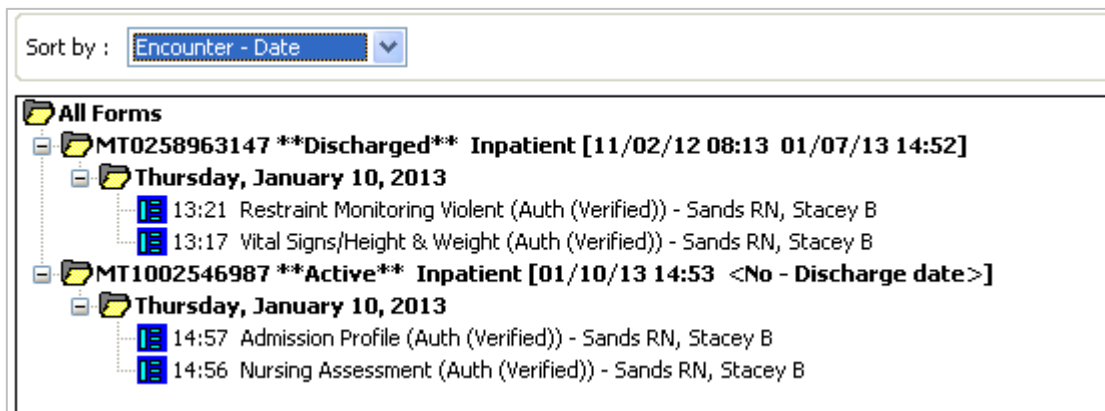
Should you receive notification from Medical Records, or the unit manager, that you charted on the wrong encounter; meaning that you selected a past or future encounter on which to document, follow these steps to correct.

### Documentation in Forms:

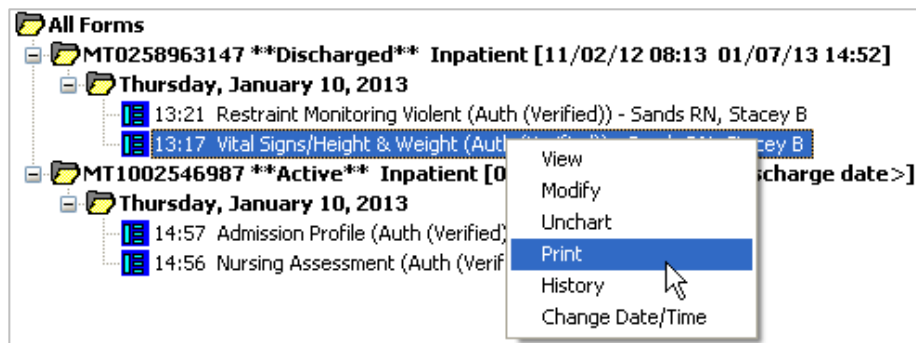
1. Open the chart to the correct visit.
2. Open the patient chart to the Forms section.
3. Sort by Encounter - Date



4. A folder for each visit displays.



5. Unchart the form charted on the incorrect encounter. **Tip:** Printing the documentation from the incorrect visit will assist you in recreating the new document in the correct visit.



6. Unchart the form charted on the incorrect encounter.
7. Since the correct chart is open (step 1), select a new form from Ad Hoc.
8. Change the Performed On fields to correct date/ time.
9. After entering all pertinent data, sign your charting.
10. Verify new charting is correct.

**Tip:** Copy and paste can be used for texts field such as Focus Notes or the Unchart Comment window.

1. Highlight the text to be copied.
2. Press Ctrl and C on the keyboard simultaneously.
3. Open the new form or the next Unchart reason field.
4. Press Ctrl and V on the keyboard simultaneously.

**P Vital Signs/Height & Weight (Unchart) - O'SKINNY, JOHN DEWEY**

\*Performed on: 01/10/2013 1317 By: Sands RN, Stacey B

**Warning:** Uncharting this form will change the status of all the results associated with this form to 'In Error'

Comment:  
Charted in the wrong encounter

**See next page for IView Documentation.**

## Documentation in IView:

1. Go to the Interactive View Tab
2. Find the documentation that needs to be uncharted.
3. Right click, select Unchart.
4. click the yellow Reason field or the Reason field in the lower window.
5. Click Sign.

Unchart - CERNED, SAMANTHA - ME0679643

Unchart	Date/Time	Item	Result	Reason	Comment
<input checked="" type="checkbox"/>	06/22/2017 10:00	Temperature Oral	36.8 DegC		
<input checked="" type="checkbox"/>	06/22/2017 10:00	Heart Rate Monitored	88 bpm		
<input checked="" type="checkbox"/>	06/22/2017 10:00	Respiratory Rate	18 br/min		
<input checked="" type="checkbox"/>	06/22/2017 10:00	Systolic Blood Pressure	145 mmHg		
<input checked="" type="checkbox"/>	06/22/2017 10:00	Diastolic Blood Pressure	63 mmHg		

Reason  
[Dropdown menu]

Comment  
[Text area]

Sign

Select a reason from either field.

Reason is required as indicated by the yellow field and the dithered Sign button.

**Note:** Uncharting allows multiple cells to be changed simultaneously. Depress the Ctrl key while clicking the cells to be changed. Right-click on any one of the cells and select an option.