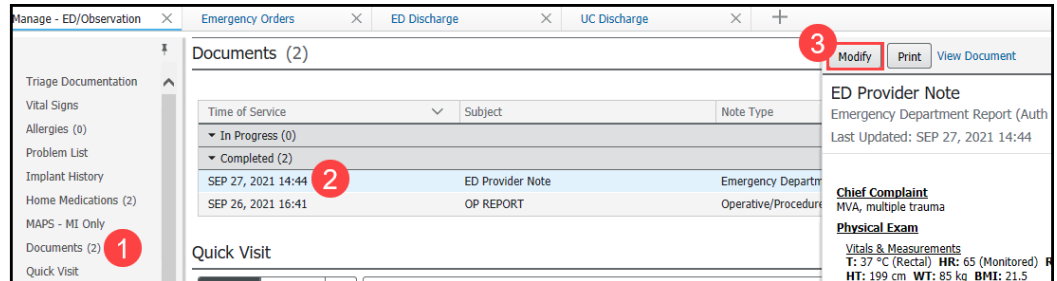


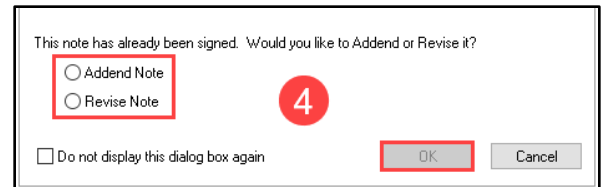
Modifying/Revising a Document

From the Manage Workflow:

1. Go to the Documents component.
2. Single click to open an existing note.
3. Select Modify at the top of the document.
4. Select if you want to Addend Note or Revise Note. Then click OK.

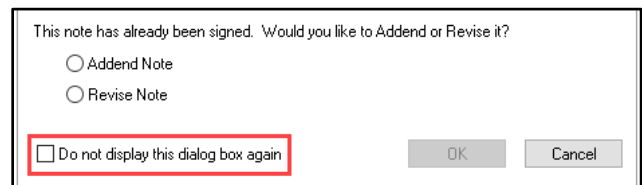


- Addend Note
 - You can only strikethrough the original document. This is done by selecting text and clicking the strikethrough button or clicking the X next to the documented text. This will put a line through the text and make it red.
 - Before the provider can sign a newly modified document, a free text Addendum needs to be completed.
 - Revise Note
 - You can edit any content within the note.
5. Once you have made all necessary modifications, Sign the note.



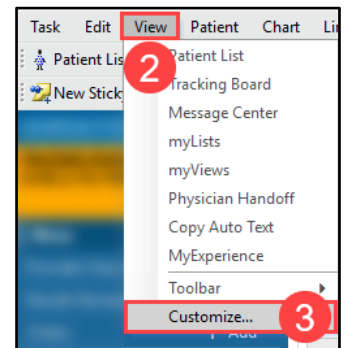
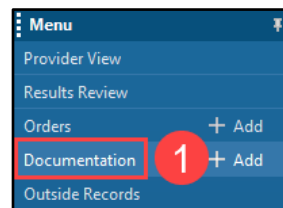
Note: If you select the Do not display this dialog box again option, this will preselect your original choice to Addend or Revise the note and will not prompt/pop up this question each time you modify a note.

See steps below on how to restore the prompt.



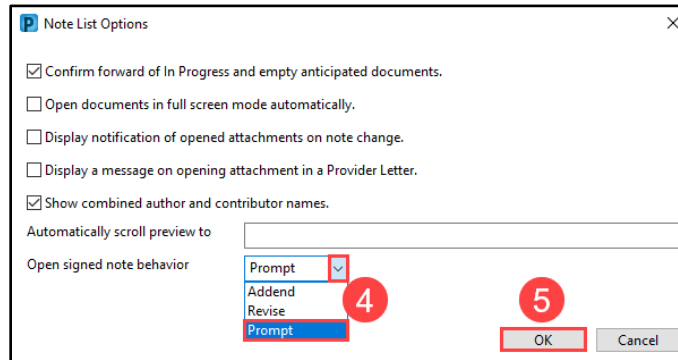
To Restore Addend/Revise Prompt:

1. Click on the Documentation section in the Menu.
2. Click View in the toolbar.
3. Click Customize in the View drop-down.



Correcting Documentation Errors for ED and UC Providers

- Click the Open signed note behavior drop-down and select Prompt.
- Click OK.

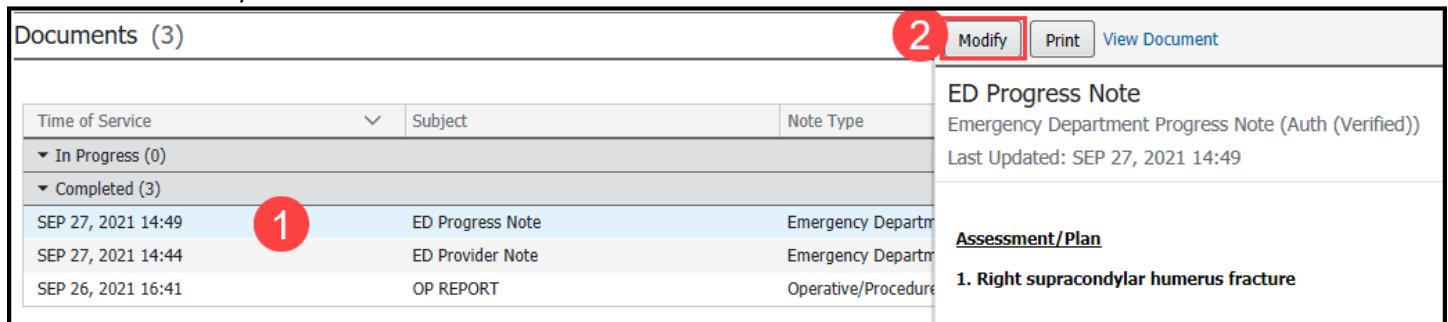


The next time you modify a note, the Addend/Revise prompt will appear.

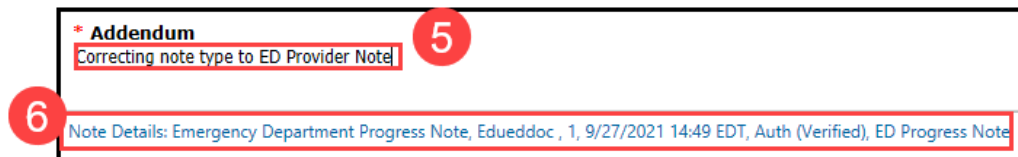
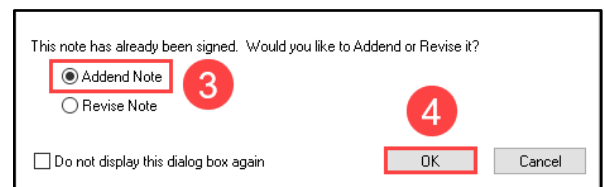
Correcting a Wrong Note Type on a Document

From the Manage Workflow:

- Single click on the note with the wrong note type.
- Click Modify.



- Select Addend Note.
- Click OK.
- In the addendum, free text what the new Note Type will be.
- Click the blue hyperlink; Note Details.



Correcting Documentation Errors for ED and UC Providers

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- The Notes Details window will pop up. In the Type drop down, select the correct Note Type and Title.
- Click OK.

- The Change in Note Details Detected question will pop up. Click Yes.
- Click Sign to sign the addendum and save the Note Type change.

How to In Error a Note/Document

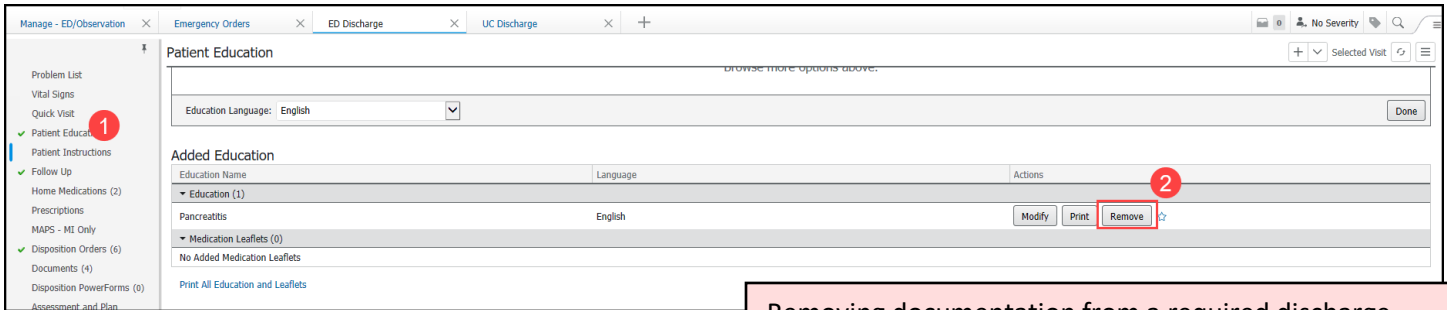
From Clinical Notes:

- Double click to open note.
- Click the In Error button.
- Type the required In Error Comment.
- Click OK.

Removing Patient Education & Follow Up

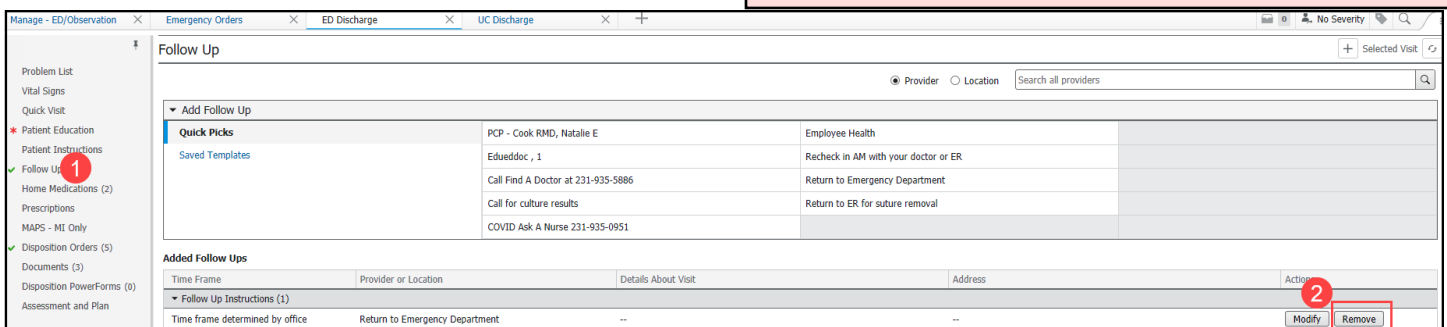
From the Discharge Workflow:

1. Click the Patient Education component.
2. Under Added Education, click Remove.



1. Click the Follow Up component.
2. Under Added Follow Ups, click Remove.

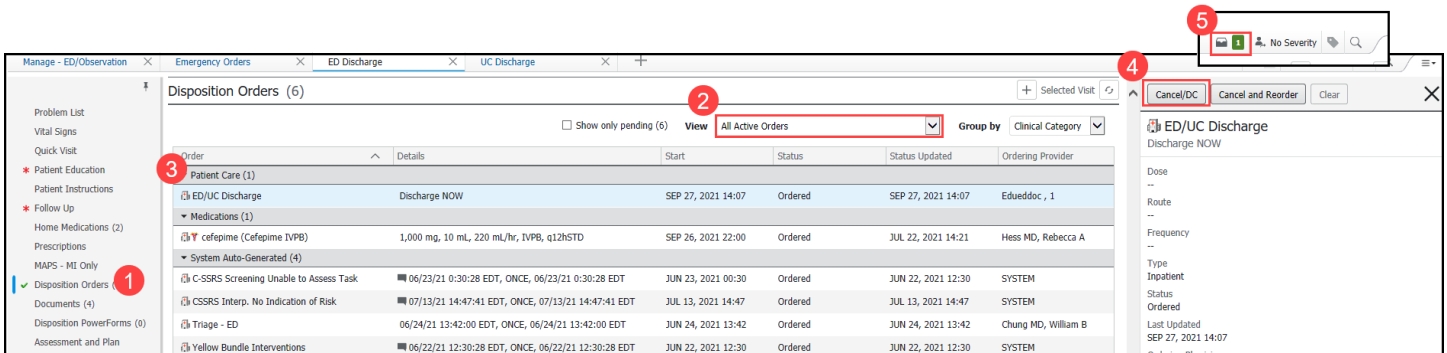
Removing documentation from a required discharge component will remove the green check mark and re-populate the red asterisk(s).



Canceling an Active Order

From the Discharge Workflow:

1. Click the Disposition Orders component.
2. Select View: All Active Orders.
3. Single click to open an existing order.
4. Select Cancel/DC at the top of the order.
5. Click the shopping cart to view the Canceled Order for Signature, Click Sign.



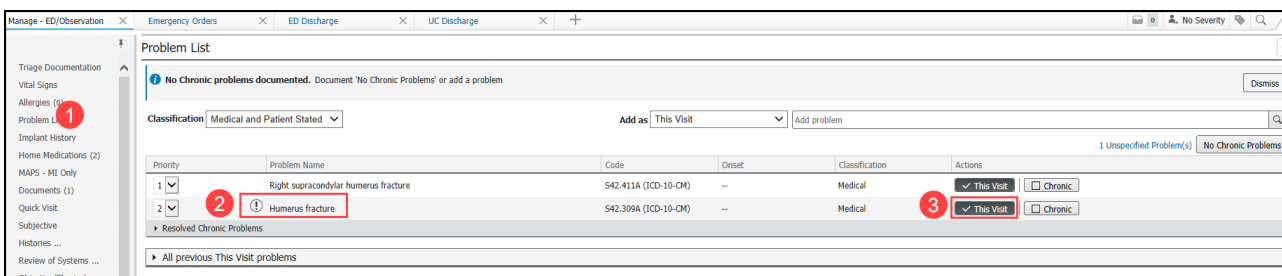
How to Remove a Problem from the Problem List Added in Error

These instructions are only for removing a Problem that a user has **added in error (NOT a RESOLVED problem)**.

- The resolved option should only be selected for those infrequent scenarios when a chronic condition has resolved or no longer exists. Resolving a chronic problem remains available in the patients Problem List, under Resolved Chronic Problems.

From the Manage or Discharge Workflow:

- Click the Problem List component.
- Carefully identify the problem for which you added in error.
- Deselect the Actions box(es); This Visit and/or Chronic, ONLY for the Problem for which was added in error.



Priority	Problem Name	Code	Onset	Classification	Actions
1	Right supracondylar humerus fracture	S42.411A (ICD-10-CM)	--	Medical	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic
2	Humerus fracture	S42.309A (ICD-10-CM)	--	Medical	<input checked="" type="checkbox"/> This Visit <input type="checkbox"/> Chronic

Important Information for Managing the Problem List

- Do not cancel, resolve, or remove a problem from the Problem List unless it is yours to manage.
- If a problem is removed in error readd it to the Problem List.
- Providers do not need to prioritize all the problems contained on the Problem List, only the specific problems that they are managing this visit.
- Only the problems that are prioritized flow into the Assessment/Plan of the note. Any problem which is not prioritized will be left out.
- Providers, specifically consultants, should not resolve a problem from the Problem List unless it is a problem that they are managing. The Problem List is a single, shared list used by all providers care for the patient. When a problem is resolved that problem is then unavailable for other providers taking care of the patient, who may need it to be available for their notes.