MUNSON HEALTHCARE

## Health Maintenance Recommendation Corrections

Modifying or uncharting of Recommendations should be done following the below steps to ensure complete documentation.

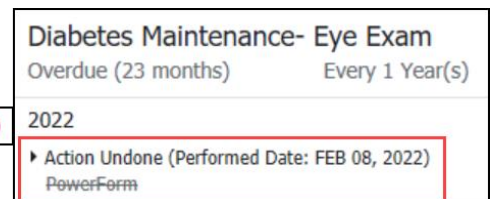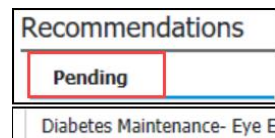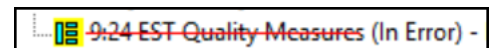To Modify Recommendations **with a PowerForm** attached:

1. Navigate to Form Browser on the left side Menu.
2. Locate the PowerForm related to the Recommendation.
3. Right click on the PowerForm.
4. Select Unchart.
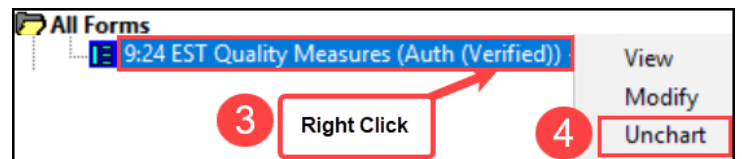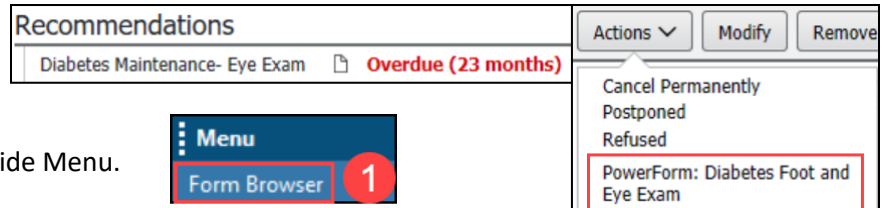
5. Enter a comment with the reason for uncharting (i.e., documentation error).
6. Sign the comment box using the green check mark.
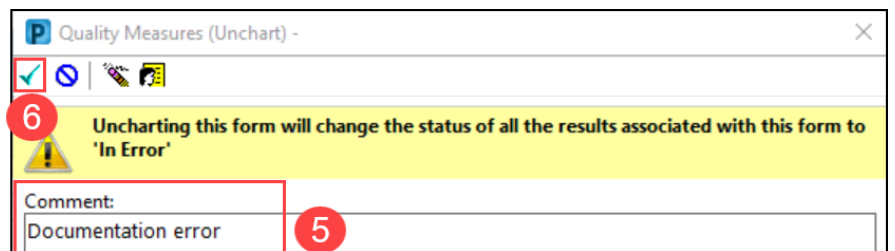
   a. The PowerForm displays In Error in Form Browser and the Recommendation will display in the previous location and status on the Workflow page.
   b. If the Recommendation was previously under Pending, it will display back under Pending with Action Undone in the Recommendation details.

7. Complete the Recommendation PowerForm with the correct information.

> Recommendations with PowerForm documentation **should NOT** be modified directly from Recommendations as this will not modify or unchart the PowerForm. Unchart the PowerForm from Form Browser to update both the PowerForm and the Recommendation.

To modify Completed Recommendations **with no PowerForm** attached:

1. Select the Recommendation under Not Due/Historical to view the details.
2. Click on the **Satisfied Date** to expand the view to see all information.

3. Click **Undo**.

4. Select a Reason and Save.

5. If the Recommendation was previously under Pending, it will display back under Pending with Action Undone in the Recommendation details.
6. Complete the Recommendation with the correct information.