

A document created using an incorrect **Encounter**, **Encounter Date**, or **Note Type**, will result in that document being electronically misfiled in the patient's chart. This could pose a safety issue, and repeat work.

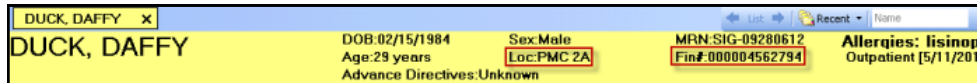
Use the following process to correct a *PowerNote* signed under the wrong **Encounter**, **Date**, or **Note Type**.

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Verify the Correct Encounter was Selected

Open the patient's chart and review the **Location** and **Fin#**, displayed on the patient Banner, verify it is accurate.

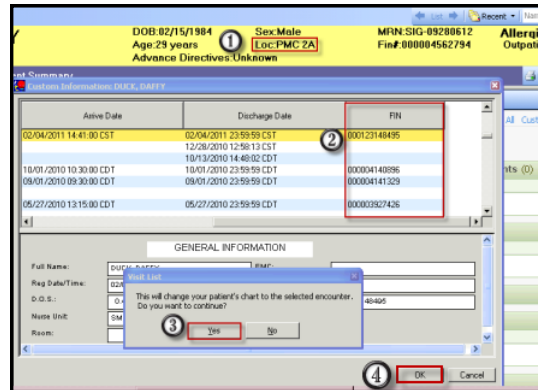


If the Location and/or Fin# are incorrect you are using the wrong Encounter.

How to Select the Correct Encounter from the Patient's Chart

From the patient **Banner**:

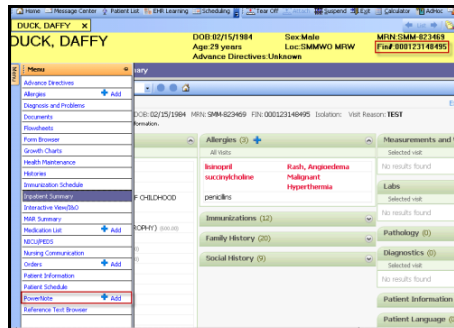
1. Click **Loc**: to display the **Custom Information** dialog box.
2. Double-click on the correct **FIN#** selected from the list.
3. Click **Yes** to open the patient's chart to the correct encounter.
4. Click **OK**, to close the dialog box.



To Correct a Signed PowerNote with an incorrect note Type or Date Complete the following steps:

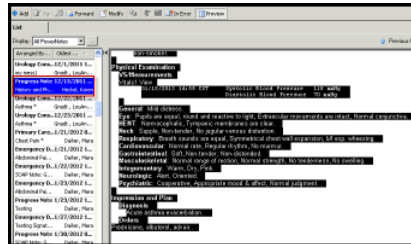
Step 1


- Select the correct **Encounter**.
- Select **PowerNote** from the **Venue Menu**.



Step 2

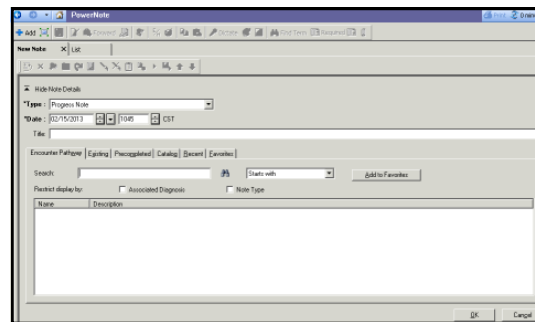
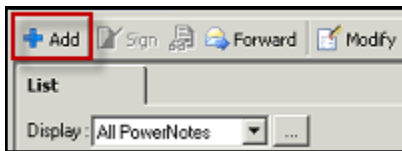
- Select the incorrect *PowerNote* from the displayed **List**.
- Highlight the sections of the note you will copy into a new *PowerNote*.



- To copy the highlighted portion, hold down the  and  key at the same time

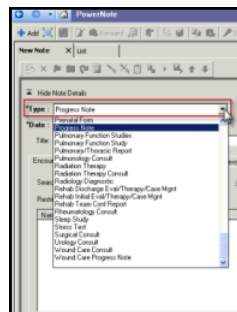
Step 3

- Click **+Add** to access the *PowerNote* dialog box.

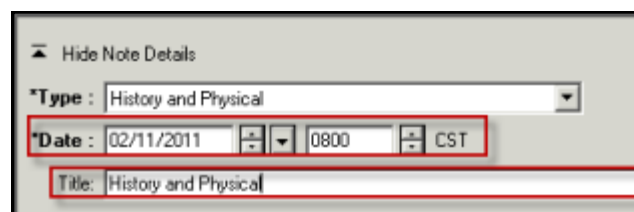


Step 4

- Click the down arrow and select the correct note **Type***



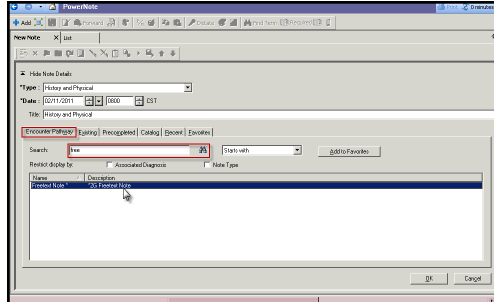
- Enter the correct date in the **Date** field.
- Enter a Title (optional).





Step 5

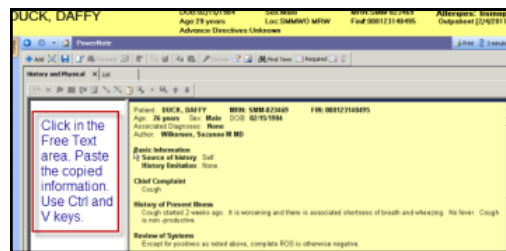
Use the Encounter Pathway to search for a Free Text *PowerNote*.

- Type “free” in the **Search** field, and click the binocular icon.
- Double-click the correct template title from the list to open



Step 6

- Place the cursor (click in the in text area) in the free text area of the Free Text *PowerNote* template.
- Paste the copied information into the body of the note: hold down the  and  key at the same time.



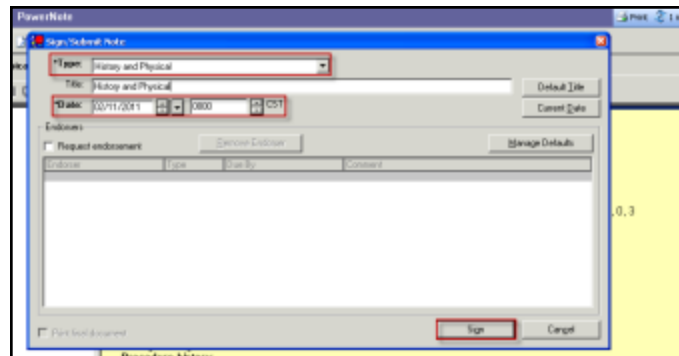
- Review the note and verify that all of the information has correctly pasted into the new *PowerNote*.
- Click **Sign/Submit** when completed.



Step 7

The **Sign/Submit Note** dialog offers another opportunity to correct a note Type, date, or add the optional title.

- Review **Type**, and **Date**.
- Click **Sign**



How to Correct a PowerNote Created using an Incorrect Encounter, Date, or Note Type



The final step is to **In Error** the original PowerNote.

Step 8

Open the patient's chart and complete the following steps to **In Error** the defective note.

1. Select **PowerNote** from **Venue Menu**.
2. Select the original or incorrect PowerNote from the **List tab**. It will display in the viewer.
3. Right click over the body of the note, and select **In Error** from the drop down menu. This opens the **Results Uncharting** dialog box.
4. Enter a reason for uncharting the report.
5. Click **OK**. The note is now marked as an **IN Error Report**.

