If a submitted assessment needs to be edited, it first needs to be reserved. Edits may then be completed. The assessment needs to be submitted again.

➢ For visits less than 7 days ago, change the date on the Today screen to the date of the visit then open the chart by tapping the Visit Type. Sync the chart.

➢ **If** the visit was more than 7 days ago, open the chart using the magnifying glass icon at the top right of the Today screen. Sync the chart.

Open and reserve the Assessment for editing

STEP 1:   Tap **Assessment** tile.

STEP 2:   Tap the Assessment to edit in the left side column.

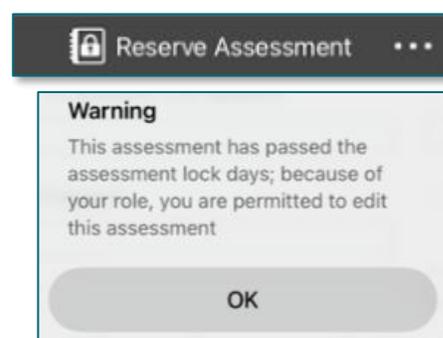**STEP 3:**   Tap **Reserve Assessment** in the lower right.

STEP 4:   A warning may appear:

  ▪ This assessment has passed the assessment lock days: because of your role, you are permitted to edit this assessment. Tap **OK**.

STEP 5:   **Notes** box: enter **edit assessment (date of assessment)** then tap **Done**.

STEP 6:   Enter the edits to assessment.

STEP 7:   Tap arrow at the top left to save the edits.

Submit the Edited Assessment

STEP 1:   Open **Time Entry**.

STEP 2:   Confirm edited assessment is listed under **Patients** tab at lower left. **Submit the assessment.**

STEP 3:   The assessment reservation should be automatically removed.