Immunizations ordered and/or documented on an incorrect encounter (FIN) require correction. Following are details on the process to correct and ensure the documentation is on the proper encounter.

Immunizations

Corrections to immunizations or any in-office medications administered need to be completed by the person who administered and documented the immunization/medication.

➢ **Locating the correct encounter**

STEP 1:   Search for the incorrect encounter that the immunization was charted on using the **Patient Search** tool.

- ▪ If already in the patient's chart, click the **LOC** link in the Banner Bar to change to the select encounter.

STEP 2:   Select the incorrect encounter.

STEP 3:   Select **YES** to navigate to the encounter.

- ▪ Assign your relationship and select **OK** when prompted.

➢ **Uncharting the Immunization**

STEP 1:   Navigate to the dark side menu and click the **MAR**.

STEP 2:   Change the timeframe to reflect when the immunization was charted, if needed.

- ▪ Right-click in the gray bar and select **Change Search Criteria**.

STEP 3:   Right-click the medication and get a screen shot or make note of the documentation details. (e.g. Lot number, injection site, expiration date).

STEP 4:   Right-click the medication dosage and select **Unchart**. You will be prompted for a reason to enter a reason for uncharting.

NOTE: Review the order details and determine if the order was placed on the correct encounter.
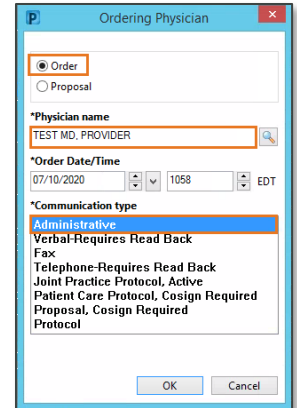
If the order was placed on the correct encounter, proceed to re-charting the immunization on the correct encounter following the steps in the Re-Charting of the Immunization process below.

If the order was placed on the incorrect encounter, proceed to the Discontinuing the order process below.
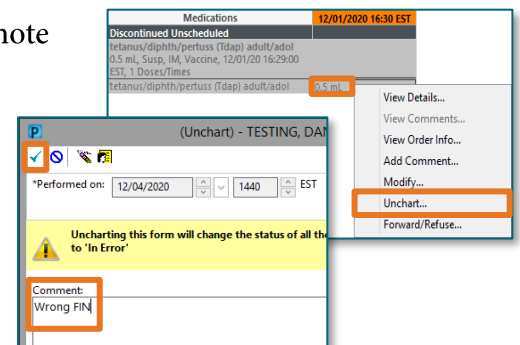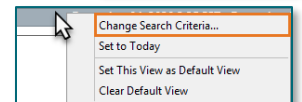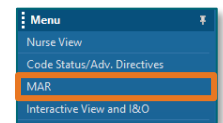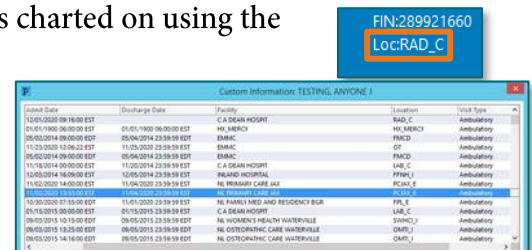
➢ **Discontinuing the Order**

STEP 1: After uncharting, go to the **Orders** tab and locate the order.

   ▪ Right-click the order and select **Cancel/DC**.

   ▪ In the Ordering physician window, select **Order** and **Administrative**.

   ▪ Click **OK**.

   ▪ **Sign** to Cancel/DC the order.

➢ **Re-Charting of the Immunization**

STEP 1: Navigate to the **LOC** link in the banner bar to go onto the correct encounter.

STEP 2: Re-enter the order on the correct encounter.

STEP 3: Review and update the date in the **Ordering Physician** window.

STEP 4: For orders that are placed after the date the patient was seen, the **Requested Start Date/Time** will default to the date of service for administrable in-office medication orders on Ambulatory & Outpatient encounters.
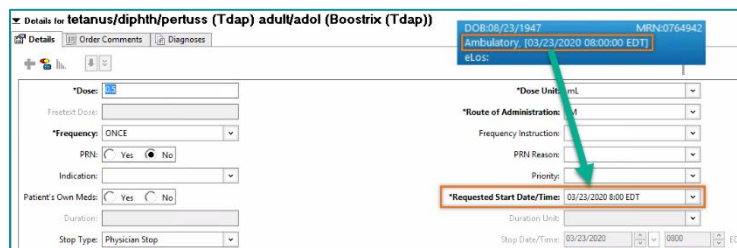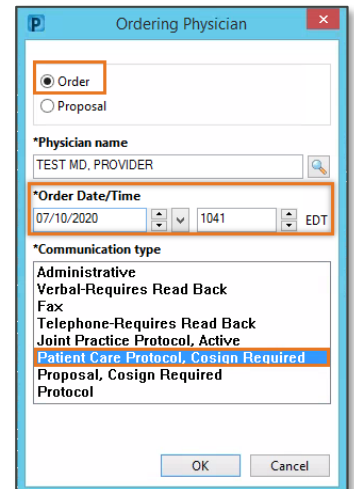
NOTE: Although the date will automatically default to the date of service, it is still important to review the date for accuracy.

STEP 5: From the **Single Patient Task List**, document the immunization with the correct Date of Service in the **Performed Date/Time:** field.

   ▪ Click the green checkmark ✔ to sign the form.