

Immunizations/Medications 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/Medications

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 incorrect encounter

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

FIN NBR	Facility	Nurse Unit	Enc Type	Reg Date	Disch Date
400016846	NL PRIMARY CARE BREWER	BFPS_E	Ambulatory	02/03/2025 16:15	02/05/2025
400016838	NL PRIMARY CARE HAMPDEN	HAMP	Ambulatory	02/03/2025 13:07	02/05/2025
400000410	VNA HOME HEALTH AND HOSPICE	VAC_NORT	Outpatient	09/11/2024 8:38	09/11/2024
400000402	VNA HOME HEALTH AND HOSPICE	VAC_NORT	Outpatient	09/11/2024 8:35	09/11/2024

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

FIN:400016838  
Loc:HAMP

- Select **YES** to navigate to the encounter.

**STEP 2:** Select the incorrect encounter.

**STEP 3:** Assign relationship and select **OK** when prompted.

### ➤ Uncharting the Immunization/Medication

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

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

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

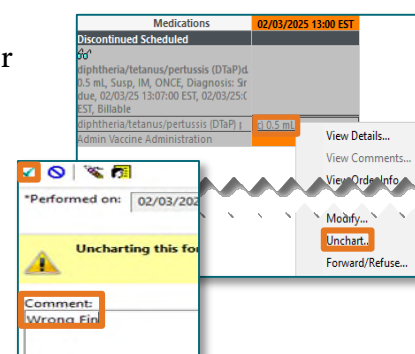
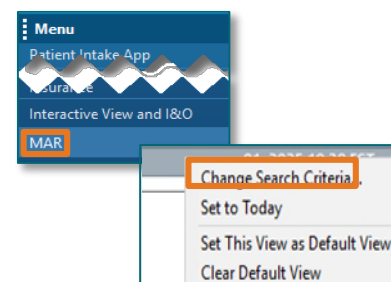
**STEP 3:** Right-click the dosage, click **View Details** and get a screenshot or make note of the documentation details. (e.g., Lot number, injection site, expiration date).

**STEP 4:** Right-click the dosage and select **Unchart** and enter the 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/medication on the correct encounter following the steps in the Re-Charting of the Immunization/Medication process below.

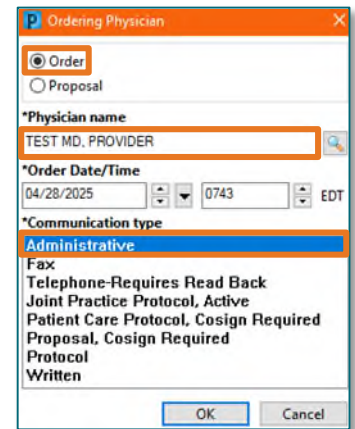
If the order was placed on the incorrect encounter, proceed to the Discontinuing the order process below.



### ➤ 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.



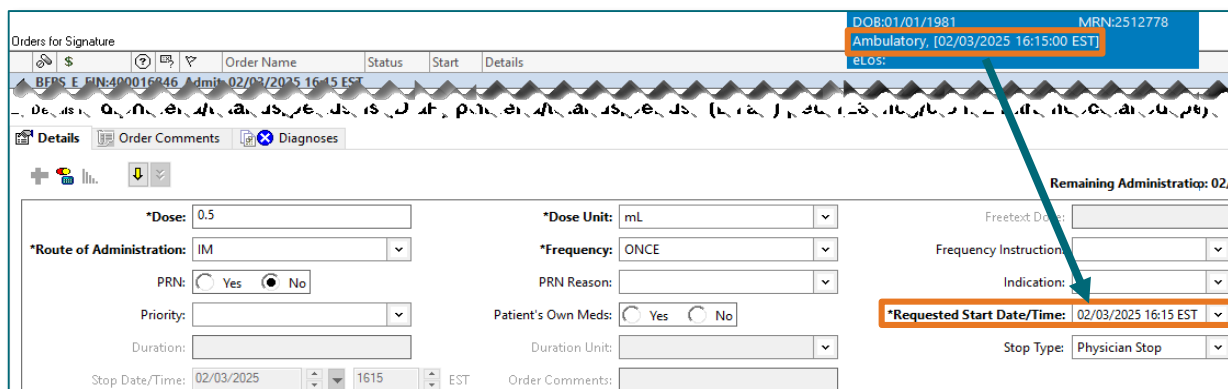
### ➤ Re-Charting of the Immunization/Medication

**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/medication with the correct Date of Service in the **Performed Date/Time:** field.

- Click the green checkmark to sign the form. 

