

This flyer will demonstrate how to amend a report within Ascend.

Amend a Report

From the patient's record:

STEP 1: Double-click the appropriate study to open.

STEP 2: Click the **Ascend Report** icon. 

STEP 3: Click **Re-open**.

STEP 4: In the Re-open Amendment window, click the **Reason for Amendment** text box.

NOTE: The amendment reason must be provided to add an addendum text or edit report. This creates an accurate audit log and will not display on the amended report.

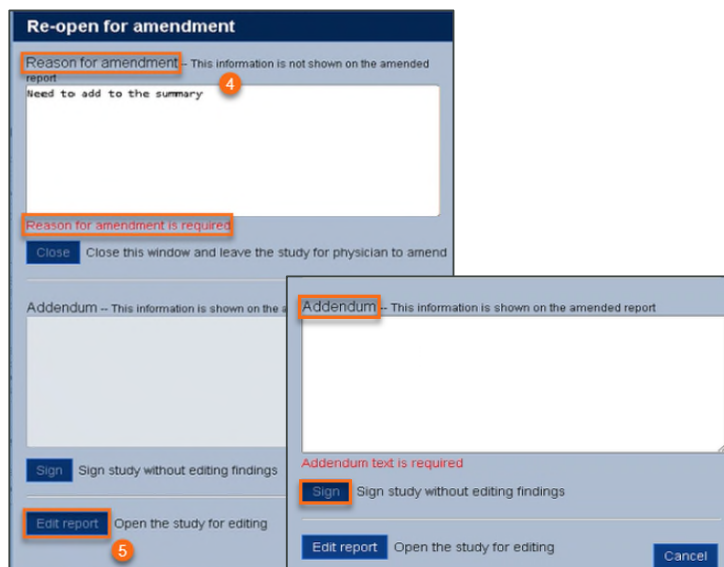
NOTE: Without opening the report addendum text can be added in the Addendum box and use the sign button to re-sign the report. This information is shown on the amended report.

STEP 5: Type the reason; then click **Edit report** to open and edit the report.

STEP 6: Add edits to the report.

STEP 7: When finished editing the report, click **Sign**.

STEP 8: Click **Confirm** in the Report Signature Confirmation window.



The image shows two overlapping screenshots from the Ascend system. The top window is titled "Re-open for amendment" and contains a text box for "Reason for amendment" with a red border and a red "4" in a circle next to it. Below this is a "Close" button. The bottom window is titled "Addendum" and contains a text box for "Addendum" with a red border and a red "5" in a circle next to it. Below this is a "Sign" button. Both windows have a "Close" button at the bottom right.



A row of three buttons: "Sign", "Cancel amendment", and "Close". The "Sign" button is highlighted with a red border.



A single button labeled "Confirm".