

From the Office of Health Informatics Enterprise Imaging Amend a Report

July 3, 2025

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

Amend a Report

From the patient's record:

- **<u>STEP 1</u>**: Double-click the appropriate study to open.
- STEP 2: Click the Ascend Report icon.
- **<u>STEP 3</u>**: Click **Re-open**.
- **<u>STEP 4</u>**: 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.



- **<u>NOTE</u>**: 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.
- **<u>STEP 5</u>**: Type the reason; then click **Edit report** to open and edit the report.
- **<u>STEP 6</u>**: Add edits to the report.
- **<u>STEP 7</u>**: When finished editing the report, click **Sign**.
- **<u>STEP 8</u>**: Click **Confirm** in the Report Signature Confirmation window.



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.