


## The following are instructions on marking documents in error.

### ➤ Documentation Section

- This section displays multiple types of documents, including:
  - AdHoc Forms.** Some example types are:
    - Comprehensive Intake Forms
    - Admission History Forms
  - Note Type Documents.** Some example types:
    - Office Notes
    - Procedure Notes
    - History and Physical Notes (H&P)

**NOTE:** Only Note Type documents are enabled to use the In Error button.

### ➤ Marking “Note Type” Document In Error

- From **Documentation** section, click appropriate document to be marked **In Error**.
  - The document should now be highlighted.
- Click the **In Error** button  from the top of the **Documentation** section.
- Fill in the **Reason** for marking the document **In Error**.
- Click **OK** to document.
  - The document will now display **In Error Report** in the header.

Service Date/Ti...	Subject	Type
03/25/2021 10:41:32 E...	Podiatry Consult	Podiatry Consultation
03/25/2021 10:25:51 E...	Podiatry office note	Podiatry Office Note

**P Result Uncharting - TESTING, ANYONE J - 0995382**

**In Error Comment - Required**

Comments:

Charted on wrong patient

**OK Cancel**

**\* In Error Report \***  
**Final Report**

**NOTE:** Only the document author is able to mark In Error.

### ➤ Marking AdHoc Forms in Error

Uncharting can be done in different areas.

- Clinical Entry Workspace (CEW)**
  - From **Clinical Entry Workspace (CEW)**, click **Form Browser**.
  - Select the form or click the arrow to the far right.

**Charted Forms**

Search

Search

Clear Filters

Status	Form Name	
Completed	Outside Labs	View
Completed	Outside Labs	View

.H, WENDY, Clinical Informatics

\*H, WENDY, Clinical Informatics

**NOTE:** Filters may need to be changed to locate the form.

- Select **Unchart**.
- Enter a comment for the uncharting.
- **Sign** the form with the green checkmark.
  - The document will no longer appear.
- **Form Browser**
  - From the **Menu**, select **Form Browser**.
  - Select the incorrect form.
    - The timeframe may need to be changed to locate the form, right-click the gray bar and select **Search criteria**.
  - Right-click and select **Unchart**.
  - Enter a comment for the uncharting.
  - **Sign** the form with the green checkmark.
    - The document will no longer appear.

