

At times the date of service may need to be changed in Dynamic Documentation. The process can occur prior to signing the note or after a note has been signed.

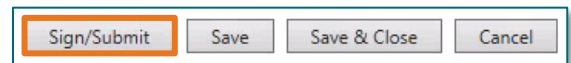
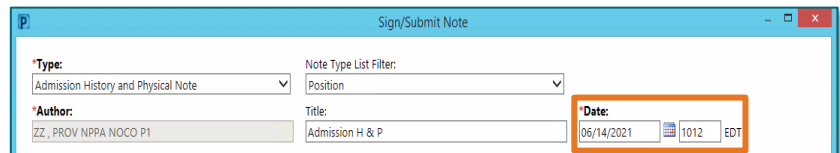
Changing the Date of Service Prior to Signing

➤ Date of Documentation

- The date documentation is being performed will be the date displayed on the note.
- If documentation is being done a date different than the date of service, the date will need to be changed.

➤ Signing the Documentation

- When the note is complete, select **Sign/Submit**.
- A pop-up box will appear.
- In the pop-up box, change the date to the appropriate date to reflect when the office visit was completed.

➤ Viewing the Documentation

- In the Documents component, the note will reflect the date the service was performed.

Time of Service	Subject	Note Type	Author	Last Updated	Last Updated By
Documents (14)					
+ All Visits Last 7 days Last 24 hours Last 3 months Last 1 years					
Display: Multiple note types Change Filter... Last 50 Notes My Notes Only Group by Encounter					
▼ In Progress (0)					
▼ Completed (14)					
JUN 15, 2021 09:54	Height/Weight/Allergy Record Form	TR_Height/Weight/Allergy Record	NASON, MARISSA K	JUN 15, 2021 09:54	NASON, MARISSA K
JUN 14, 2021 10:11	Admission H & P	Admission History and Physical N...	ZZ, PROV NPPA NOCO P1	JUN 15, 2021 10:11	ZZ, PROV NPPA NOCO P1
JUN 11, 2021 10:32	BH Provider Office Note	BH Office Note	HURD MHRT-C, MALESA	JUN 11, 2021 10:43	HURD MHRT-C, MALESA

Document Type:	Admission History and Physical Note
Service Date:	June 14, 2021 10:11 EDT
Result status:	Auth (Verified)
Template Title:	Admission H & P
Performed by:	ZZ, PROV NPPA NOCO P1 on June 15, 2021 10:11 EDT
Verified by:	ZZ, PROV NPPA NOCO P1 on June 15, 2021 10:11 EDT
Encounter info:	272192725, NL PEDIATRIC PRIMARY CARE BANGOR, Deleted, 01/29/2020 - 01/31/2020

- The header of the note will display the Service Date and the date the note was completed.

Changing the Date of Service on a Signed Note

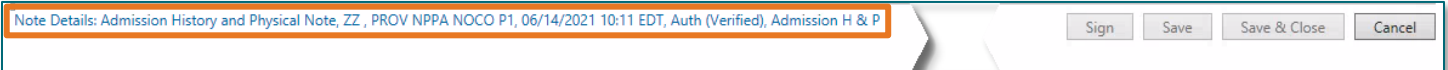
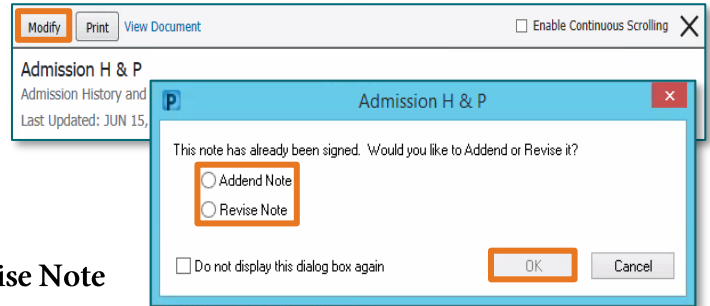
If the Date of Service is not correct, use the following steps to modify the Date of Service.

STEP 1: Within the patient's chart, go to the **Documentation** component within the MPage.

STEP 2: Select the **Document** and click **Modify** in the details window.

STEP 3: Select if you would like to **Addend Note** or **Revise Note** and click **OK**.

STEP 4: Click **Note Details:** at the bottom of the window.

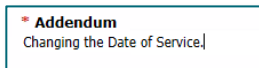
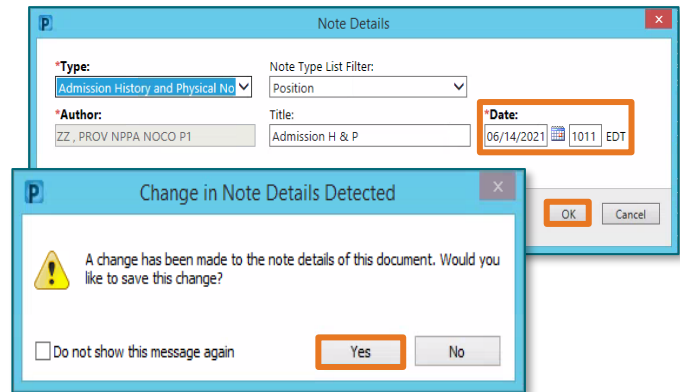


STEP 5: Change the date to reflect the correct date of service.

STEP 6: Click **OK**.

STEP 7: Click **Yes**.

STEP 8: Insert an Addendum within the addendum section at the bottom of the note as to why you are making an addendum (changing date of service, etc.), the sign button will not appear until you do.



STEP 9: Click **Sign** to finalize the note.

