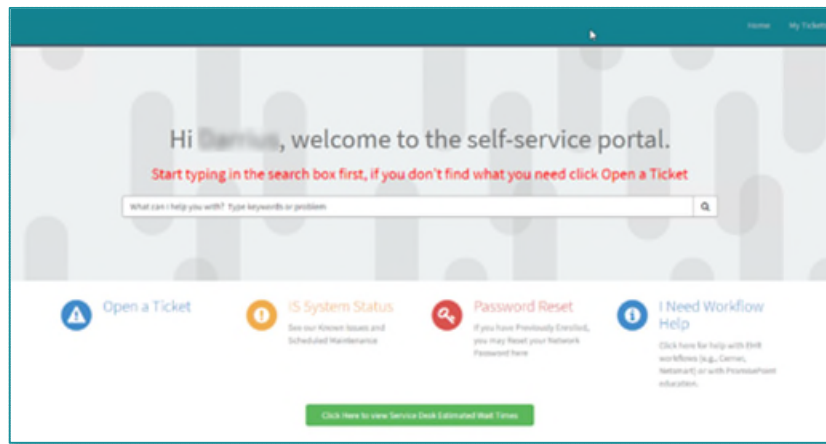


The Self-Service Portal can be used to request Dynamic Documentation corrections. The corrections are managed by centralized HIM resources at Northern Light Health.

STEP 1: Access ServiceNow from the intranet or use this link: <https://emh.service-now.com/esp>.



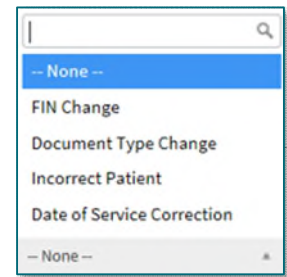
STEP 2: In the search box, free text **I need a document correction**.

- Select **I need a Document Correction/Mark in Error**.



STEP 3: Complete the form with the necessary details. In the following fields, please include:

- **Correction Type Needed:** Select **Mark in Error** or **Document Correction**.
- **Reason the Document Needs to be Corrected:** Select the appropriate correction option from the pick list.



STEP 4: Complete all required (*) fields, click **Submit**.

NOTE: Fields with a red asterisk (*) are mandatory and need to be completed before submitting the request.