

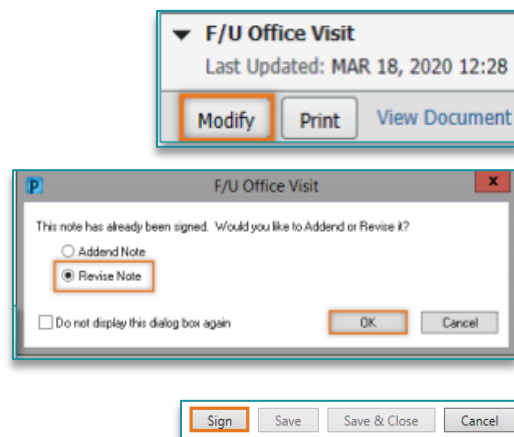
Dynamic Documentation that has been signed can be modified if changes are needed.

Dynamic Documentation

Notes completed in dynamic documentation can be modified in one of two ways. Signed notes may be revised within 14 days. This allows the user to insert and update free text and refresh or remove a section from the note. If it is beyond the 14 days, an addendum will have to be added to modify the note.

➤ Revising Signed Documentation

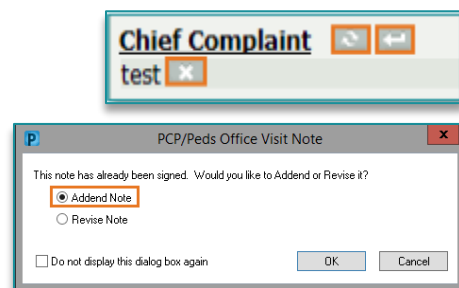
- Click **Documents** component in the workflow MPage.
- Select the Dynamic Documentation note to be modified.
- Click **Modify** on the toolbar.
- Select **Revise Note** in the dialog box and click **Ok**.
- Complete any changes within the note.
- Click **Sign**.



NOTE: In Revise Mode, in-line edits are now able to be made to free-text fields along with standard edit functionalities which includes the ability to refresh and remove sections, as well as inserting free text.

➤ Addended Signed Documentation

- Click **Documents** component in the workflow MPage.
- Select the Dynamic Documentation note to be modified.
- Click **Modify** on the toolbar.
- Click **Addend Note** in the dialog box and click **Ok**.



NOTE: If modification is completed beyond the 14 days from being signed, the note will direct you to the addended portion at the bottom of the note with no dialog box option.

- Cross out any portion of the note that is not correct using the x next to the section.
- Add the correct information to the **Addendum** section.
- Click **Sign** to complete.



INFORMATION: For more information on correcting dictated notes using the Self-Service Portal, please see the [flyer](#).