Northern Light Health

From the Office of Clinical Informatics

Cerner Millennium
PowerNote Corrections/Modifications

April 4, 2024

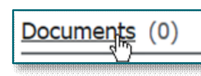
PowerNote allows clinicians to correct the body of the PowerNote as well as make corrections relating to Note Type, Note Title, Date of Service Errors, as well as Marking Notes in Error when appropriate. This flyer describes the required steps for making corrections, as well as reviewing the PowerNote history.

Making Corrections to the Body of a PowerNote

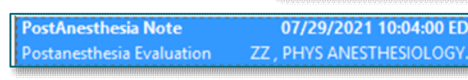
There is a difference in functionality with respect to **Addend Note** vs. **Revise Note**. **Addend Note** adds an Addendum at the bottom of the note. **Revise Note** allows the user to make corrections to the body of the note. When the **Modify** function is used, a note will be added under *__Final Report__* stating **Document Contains Addenda** or **Document Has Been Revised**.

STEP 1: Click the **Documents** component from the appropriate workflow MPage.

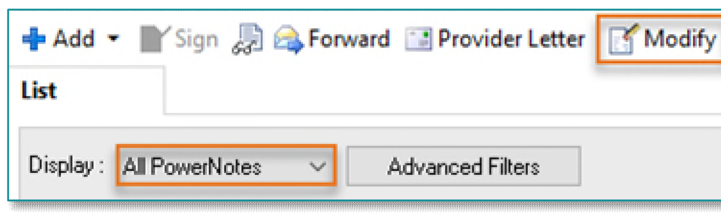
STEP 2: Click the **Documents** header.



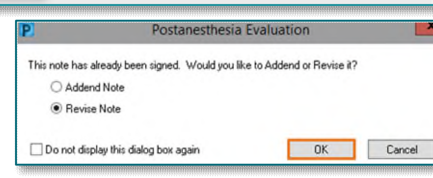
STEP 3: Click the **PowerNote** to be corrected, then click **Modify**.



- For a shorter list, use the filters in **Display**.



STEP 4: Select the **Addend Note** or **Revise Note** radio button, then click **OK**.



STEP 5: Click the section of the note to be corrected and make any necessary changes.

NOTE: **It may be necessary to click Show Structure to open the section of the PowerNote.**

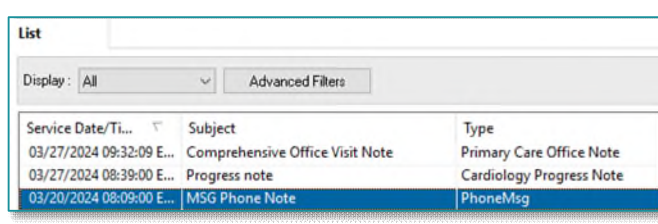
STEP 6: Click Sign/**Submit** when changes are complete.

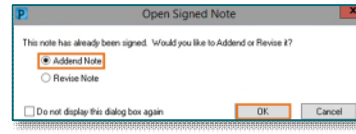
- The corrected document now displays with the words **Document Has Been Revised** or **Document Contains Addenda** at the beginning of the report.

Correcting Note Type, Title, and Filing Date in a signed PowerNote

STEP 1: Click the **Documents** component from the appropriate workflow MPage, then click the **Documents** header.

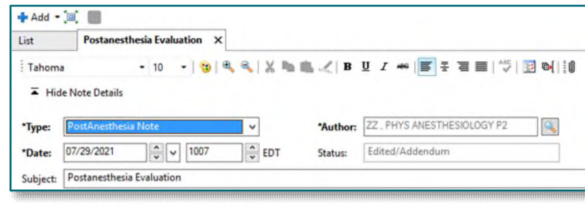
STEP 2: Select the **PowerNote** to be corrected.





STEP 3: Click **Modify**.

STEP 4: Select the **Addend Note** radio button, then click **OK**.



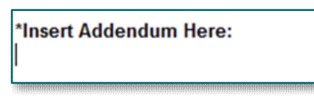
STEP 5: Select the correct **Note Type** from the **Type** dropdown.

STEP 6: Correct **Note Title by** typing appropriate title in the **Subject** field.

STEP 7: Adjust **Date and Time** fields as needed.

- The fields must reflect the correct date of service.

NOTE: Once the above steps are complete, an addendum MUST be added before the note can be signed.



STEP 8: In the text window, add an addendum below **Insert Addendum Here** header at the bottom of the form.

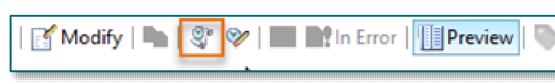
STEP 9: Click **Sign**.

STEP 10: A pop-up displays indicating the note has changed, click **Yes** to save the changes.

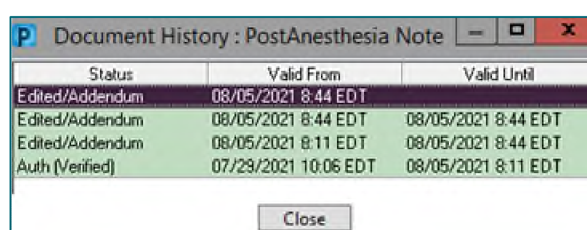
STEP 11: The document with the new Note Type, Note Title, or Filing Date will post to the correct folder within Notes with **Document Contains Addenda** at the beginning of the document.

Viewing Previous Versions of a Document

STEP 1: Click the **Documents** component from the appropriate workflow MPage, then click the **Documents** header.



STEP 2: Click the **View Document History** icon in the **Documentation** toolbar.



STEP 3: View the versions of the document in the **Document History** window.

STEP 4: The document selected will display in the document preview pane.

For questions regarding process and/ or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.