

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.

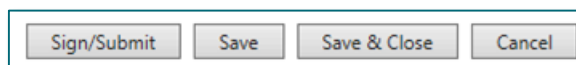
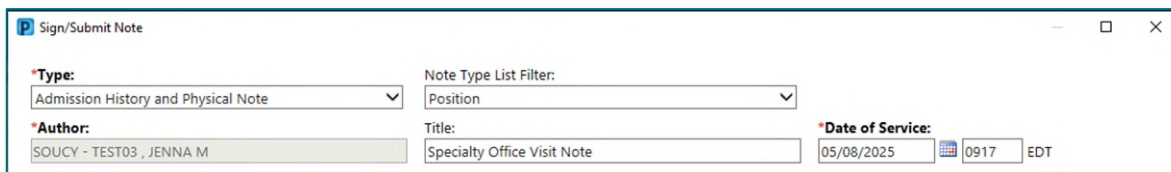
Changing the Date of Service Prior to Signing

➤ 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.

Sign/Submit Note

*Type: Admission History and Physical Note Note Type List Filter: Position

*Author: SOUCY - TEST03 , JENNA M Title: Specialty Office Visit Note

*Date of Service: 05/08/2025 0917 EDT

➤ Viewing the Documentation

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

Documents (38)

Display: Provider Documentation Change Filter... Last 50 Notes My Notes Only Group by Encounter

Time of Service	Subject	Note Type	Author	Last Updated	Last Updated By	View
In Progress (4)						
Completed (34)						
MAY 08, 2025 09:17	Specialty Office Visit Note	Admission History and Physical Note	SOUCY - TEST03 , JENNA M	MAY 08, 2025 09:19	SOUCY - TEST03 , JENNA M	>
FEB 13, 2025 11:38	Ambulatory Visit Instructions	Ambulatory Patient Summary	MCNAUGHTON , KIMBERLY H	FEB 13, 2025 11:39	MCNAUGHTON , KIMBERLY H	>

Document Type: Admission History and Physical Note
 Service Date: May 08, 2025 9:17 EDT
 Result status: Auth (Verified)
 Template Title: Specialty Office Visit Note
 Performed by: SOUCY - TEST03 , JENNA M on May 08, 2025 9:19 EDT
 Verified by: SOUCY - TEST03 , JENNA M on May 08, 2025 9:19 EDT
 Encounter info: 405022328, NL ORTHOPEDIC CARE ELLSWORTH, Outpatient, 11/15/2023 - 11/15/2023

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

Changing the Date of Service Prior to Signing

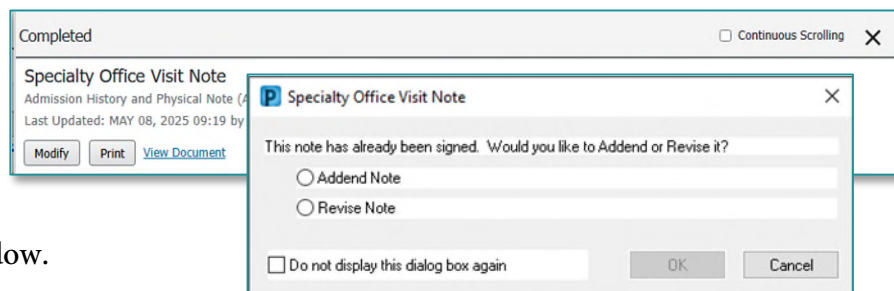
If the Date of Service is not correct, use the following steps to modify the Date of Service.

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: Select the **Note Details:** hyperlink at the bottom of the window.

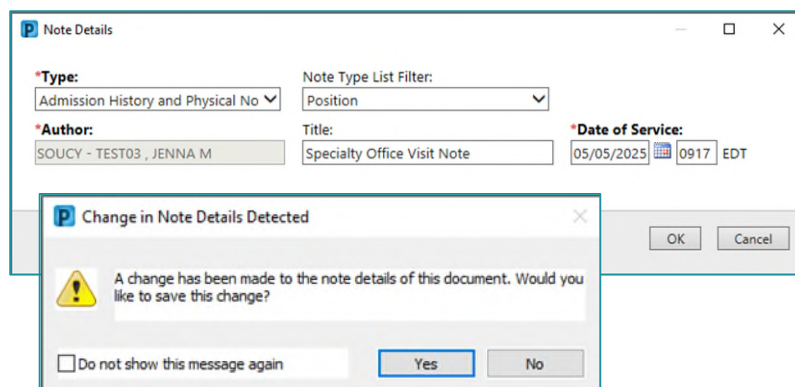


STEP 5: Change the date to reflect the correct date of service.

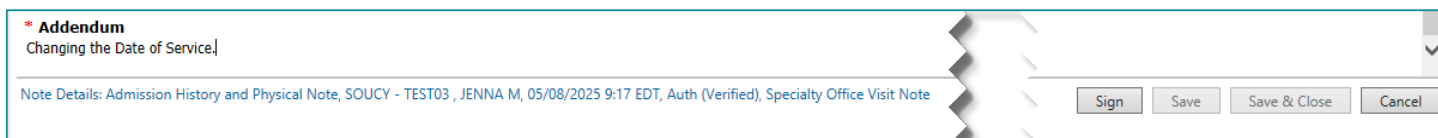
STEP 6: Select **OK**.

STEP 7: Select **Yes**.

STEP 8: Insert an Addendum within the addendum section at the bottom of the note as to why an addendum is being made (changing date of service, etc.), the sign button will not appear until an addendum is added.



*** Addendum**
Changing the Date of Service.



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

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.