
This Quick Reference Guide reviews fixing charting errors if you previously added documentation using an incorrect MRN. Generally, you need to add the appropriate documentation to the correct patient's chart and then remove the same documentation from the incorrect patient's chart.

Fix Allergy Documentation

➤ Add Allergy Documentation to the Correct Patient's Chart

From the correct patient's chart:

STEP 1: Click **Allergies** in the component menu.

STEP 2: Click the  Allergy **Plus** icon

STEP 3: Click the **Add Allergy** search field; then type the allergy you want to add.

STEP 4: Click the allergy's name.

- The Allergy Details window opens.

STEP 5: Complete the allergy information.

NOTE: The **Category**, **Severity**, and **Reactions** fields are required, as indicated by the red asterisks.

STEP 6: Click .

- The allergy has been added to the correct patient's chart.

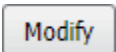
➤ Remove Incorrect Allergy Documentation

From the incorrect patient's chart:

STEP 1: Click **Allergies** in the component menu.

STEP 2: Click the allergy that you want to unchart.

- The Allergy Details window opens.

STEP 3: Click .

STEP 4: Click the **Status** drop-down arrow; then click **Canceled**.

STEP 5: Click the **Cancel Reason** drop-down arrow; then click **Error**.

STEP 6: Click the **Comments** field; then type Incorrect MRN.

STEP 7: Click .

- The Allergy no longer appears in the incorrect patient's chart.

Fix Problem Documentation

➤ Add Problem Documentation to the Correct Patient's Chart

From the correct patient's chart:

STEP 1: Click **Problem List** in the component menu.

STEP 2: Click the **Add** as drop-down arrow; then click the appropriate problem type.

STEP 3: Click the **Add Problem** field; then type the problem.

STEP 4: Click the appropriate problem in the list.

- The problem is now documented for the correct patient.

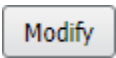
➤ Remove Incorrect Problem Documentation

From the incorrect patient's chart:

STEP 1: Click **Problem List** in the component menu.

STEP 2: Click the problem you want to remove.

- The Problem Details window opens.

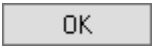
STEP 3: Click .

- The Modify Problem window opens.

STEP 4: Click the **Status** drop-down arrow; then click **Canceled/In Error**.

STEP 5: Click the **Cancel Reason** drop-down arrow; then click **Error**.

STEP 6: Click the **Comments** field; then type Incorrect MRN.

STEP 7: Click .

- The problem no longer appears in the incorrect patient's chart.

Fix Medication History Documentation

➤ Add Medication History Documentation to the Correct Patient's Chart

From the correct patient's chart:

STEP 1: Click **Home Medications** in the component menu.

STEP 2: Click the **Add Home Medication** field; then type to search for the medication.

STEP 3: Click the medication name.

- The Order Sentences window opens.

STEP 6: Click the appropriate order sentence.

STEP 7: Click .

- The detail pane opens.

STEP 8: Update details as needed; then click .

- The new medication is added to Home Medications.

NOTE: By default, the Compliance Status is set to Still taking. Document the compliance details as needed, including the Status.

STEP 10: Click .

➤ **Remove Incorrect Medication History Documentation**

From the incorrect patient's chart:

STEP 1: Click **Home Medications** in the component menu.

STEP 2: Click **Meds History**.

- The Document Medication by Hx window opens.

STEP 3: Right-click the medication that you want to unchart; then click **Delete**.

STEP 4: Click the **Delete Reason** field in the Details section; then type Incorrect MRN.

STEP 5: Click .

- The medication no longer appears in the incorrect patient's chart.