This Quick Reference Guide (QRG) demonstrates how to amend a report in Enterprise Imaging.

Amend a Report

➤ From the patient's record:

STEP 1: Double-click the appropriate study to open.

STEP 2: Click the **Ascend Report** icon.

STEP 3: Click **Re-open**.

STEP 4: In the Re-open for Amendment window, click the **Reason for Amendment** text box.

NOTE: The amendment reason must always be documented to create an accurate audit trail; however, the reason entered here will not display on the amended report.

STEP 5: Type the reason; then click **Edit report** to open and edit the report.

NOTE: Alternatively, you can click the Addendum text box to add documentation without fully opening the report.

STEP 6: Click **New summary item** to add new documentation to the Summary section.

STEP 7: In the Add Note window, click the text box.

STEP 8: Type the note; then click **Done**.

STEP 9: When finished editing the report, click **Sign**.

STEP 10: Click **Confirm** in the Report Signature Confirmation window.