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If a completed assessment needs to be edited, it first needs to be reserved. Edits may then be made and assessment needs to be submitted again.

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### Reserving, editing, and submitting a completed Assessment

#### Opening the chart

**STEP 1:** My Patients – tap the patient’s name or use the magnifying glass to search for the patient then open the chart.



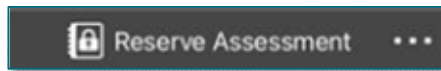
**STEP 2:** Sync the chart.

#### Open and reserve the Assessment for editing

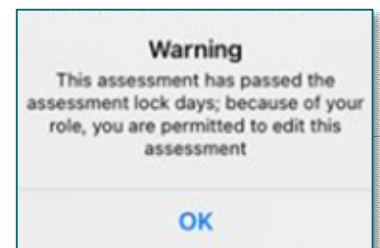
**STEP 1:** Tap Assessment tile.

**STEP 2:** Tap the Assessment to edit in the left side column.

**STEP 3:** Tap Reserve Assessment in the lower right.



**STEP 4:** A warning may appear: **This assessment has passed the assessment lock days; because of your role, you are permitted to edit this assessment.** Tap OK.

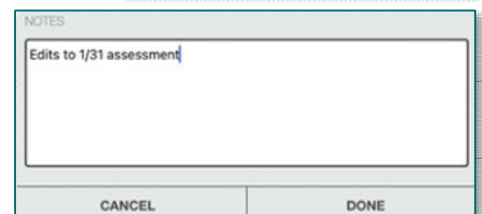


**STEP 5:** Notes box: enter edit assessment (date of assessment) then tap Done.

**STEP 6:** Enter the edits to assessment.

**STEP 7:** Tap arrow in the top left.

- Enter Netsmart password.
- Tap arrow in the top left to save edits.



#### Submit the edited Assessment

**STEP 1:** Open Time Entry.

**STEP 2:** Submit assessment.

- This step should automatically remove the reservation of the assessment.