

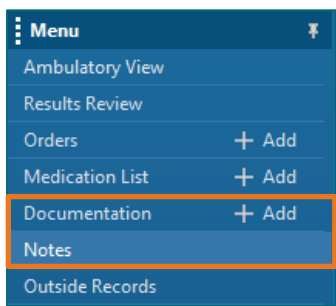
This flyer demonstrates how to correct Text Rendition documentation on the wrong FIN.

Locating Documentation

Uncharting of documentation is to be performed by the originating author.

➤ **Identification of FIN on the Document**

STEP 1: From the “Dark Sided Menu” select Notes or Documentation based on your role.



STEP 2: Searching for PowerForm.

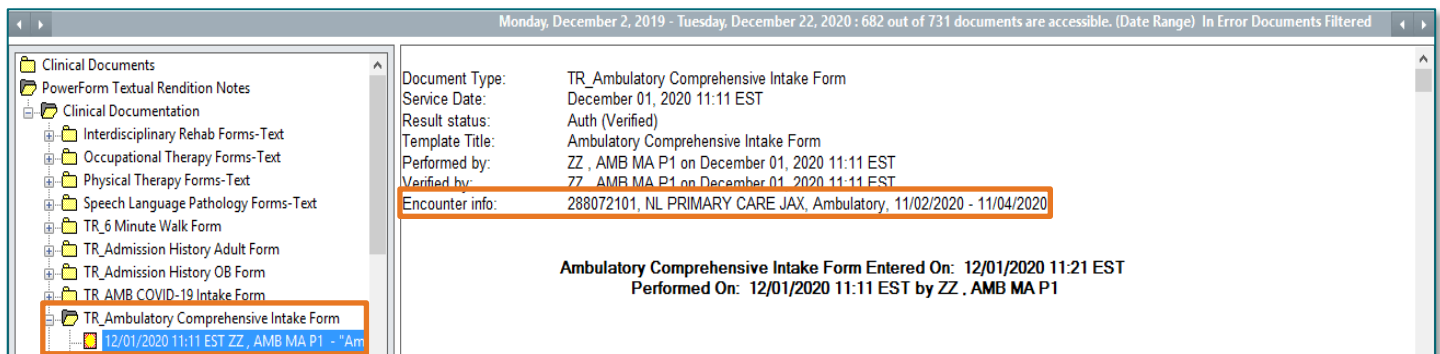
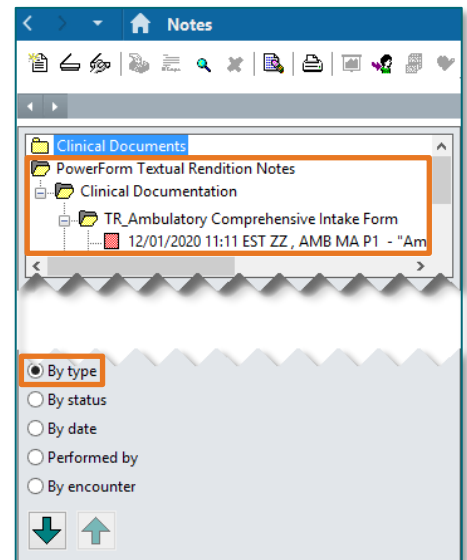
- **Notes:** Search By Type, find PowerForm Textual Rendition Notes.
 - Follow steps 3 through 7 if using Notes.
- **Documentation:** Search for form through List.
 - Skip to step 6 if using Documentation.

STEP 3: Click the folder to open the Clinical Documentation.

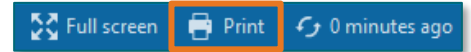
STEP 4: Locate the type of form that needs to be corrected.

STEP 5: Open the subfolder and find the document that needs to be corrected.

STEP 6: Select the document and in the header the FIN is displayed.

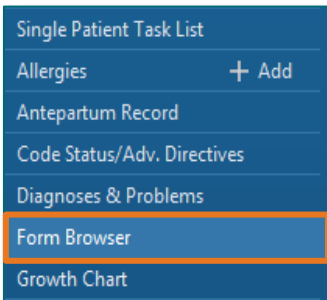


STEP 7: Print the document to reference when re-charting on correct FIN.



➤ **Uncharting the Text Rendition Form**

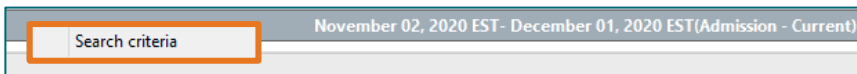
STEP 1: From the “Dark Sided Menu” select **Form Browser**.



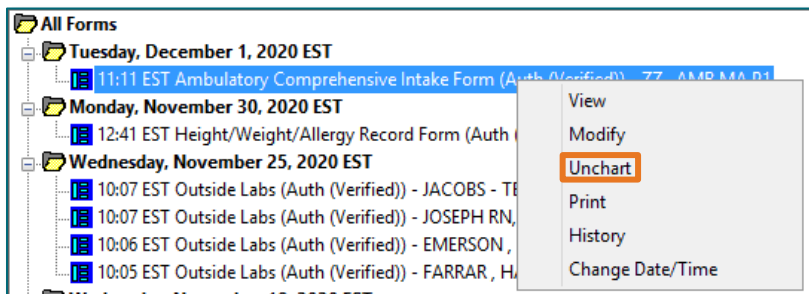
STEP 2: Select the incorrect form.

STEP 3: The timeframe may need to be changed to locate the form.

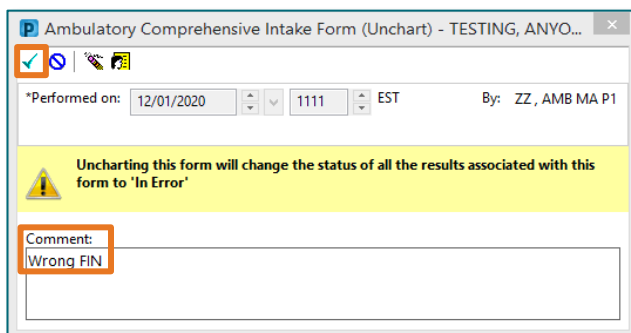
- Right-click the gray bar and select Search Criteria.



STEP 4: Find the incorrect document and right-click and select Unchart.

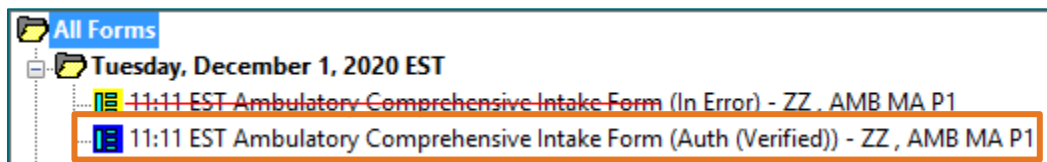


STEP 5: Enter a comment for uncharting document.



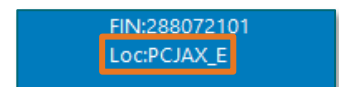
STEP 6: Sign the uncharting form with the green checkmark.

STEP 7: The document will appear with a red strike through within Form Browser.

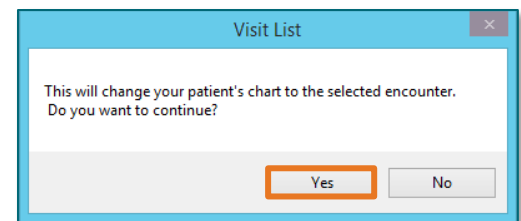


➤ **Re-Charting Document on Correct FIN**

STEP 1: Navigate to the correct encounter by clicking LOC in the demographics bar and change to the encounter that the documentation should occur on.



STEP 2: On the correct encounter, find the form that needs to be charted.



STEP 3: Change the date of service (DOS) to the date of the encounter.

STEP 4: The form will display with the correct date and time with the correct FIN.

