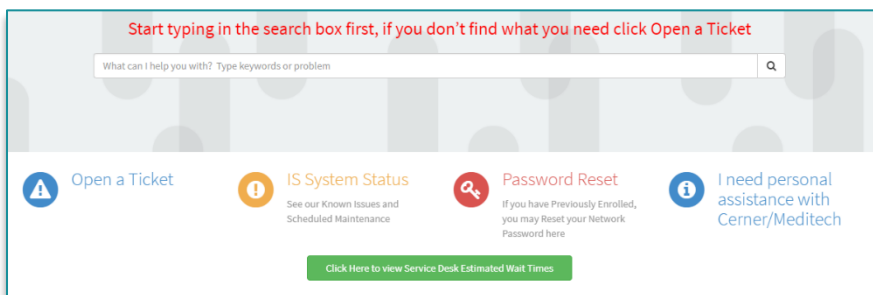


The corrections will be handled by centralized HIM resources at Northern Light Health. This flyer outlines the steps on how to submit a document correction request.

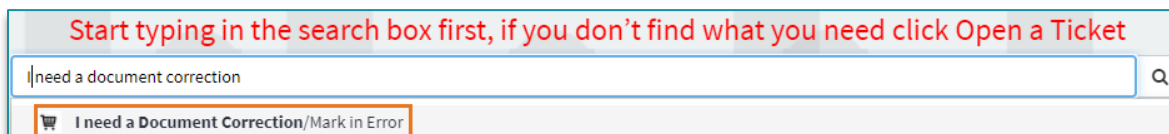
STEP 1: Access ServiceNow from the hospital intranet sites or click/type this link: <https://emh.servicenow.com/esp>

- The following screen opens:



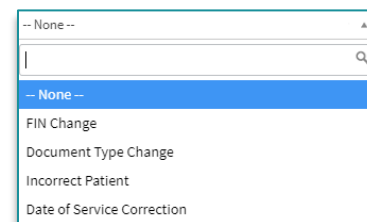
STEP 2: In the search box, start typing “I need a document correction.”

- This will bring up the “I need a Document Correction/Mark in Error” option.
- To select, left-click **I need a Document Correction/Mark in Error**.



STEP 3: Fill out the form. Anything with a red asterisk (*) needs to be completed before the form can be submitted. In the following fields, please include:

- **Correction Type Needed**
 - Select either **Mark in Error** or **Document Correction**.
- **Reason the Document Needs to be Corrected**
 - Click appropriate option from the drop-down list.



STEP 4: Click Submit.

INFORMATION: Dynamic Documentation that has been signed can be modified if changes need to be completed. For more information, please see the [flyer](#).