Northern Light Health sm

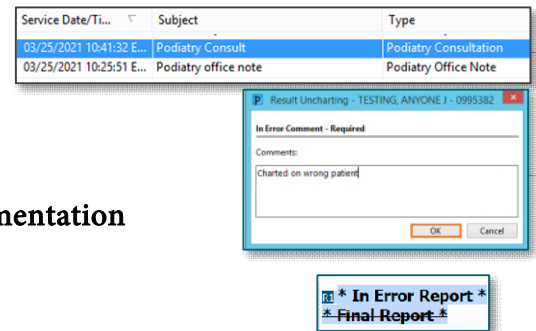## The following are instructions on marking documents in error.

➢ **Documentation Section**

- This section displays multiple types of documents, including:
    - ▪ **AdHoc Forms.** Some example types are:
        - Comprehensive Intake Forms
        - Admission History Forms
    - ▪ **Note Type Documents.** Some example types:
        - Office Notes
        - Procedure Notes
        - History and Physical Notes (H&P)

NOTE: Only Note Type documents are enabled to use the In Error button.

➢ **Marking "Note Type" Document In Error**

- From the **Documentation** section, click the appropriate document to be marked **In Error**.
    - ▪ The document should now be highlighted.
- Click the **In Error** button from the top of the **Documentation** section.
- Fill in the **Reason** for marking the document **In Error**.
- Click **OK** to document.
    - ▪ The document will now display **In Error Report** in the header.

NOTE: Only the document author is able to mark In Error.

➢ **Marking AdHoc Forms in Error**

- From the **Form Browser** section, locate and select the document to be marked **In Error**.
- Right-click the highlighted document and click **Unchart**.
- Fill in the **Reason** for marking the form **In Error**.
- Click the green checkmark to sign.
    - ▪ The form now displays as **In Error** in **Form Browser**.