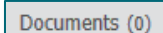


PowerNote allows clinicians to correct the body of the PowerNote as well as make corrections relating to Note Type, Note Title, Date of Service Errors, as well as Marking Notes in Error when appropriate. This flyer describes the required steps for making corrections, as well as reviewing the PowerNote history.

Making Corrections to the Body of a PowerNote:

There is a difference in functionality with respect to **Addend Note** vs. **Revise Note**. **Addend Note** adds an Addendum at the bottom of the note. **Revise Note** allows the user to make corrections to the body of the note. When the **Modify** function is used, a note will be added under ***Final Report*** stating: **Document Contains Addenda** or **Document Has Been Revised**.

STEP 1: Click the **Documents** component from the appropriate workflow page.

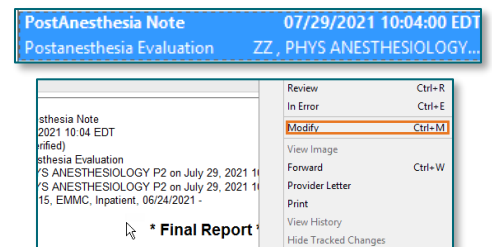


STEP 2: Click the **Documents** header.

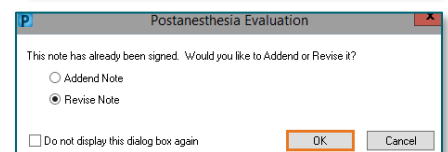


STEP 3: Click the **PowerNote** to be corrected, then right-click the note in the preview pane. Click **Modify**.

- For a shorter list, use the filters in **Display**.



STEP 4: Select the **Addend Note** or **Revise Note** radio button, then click **OK**.



STEP 5: Click the section of the note to be corrected and make any necessary changes.

NOTE: It may be necessary to click **Show Structure** to open the section of the PowerNote.

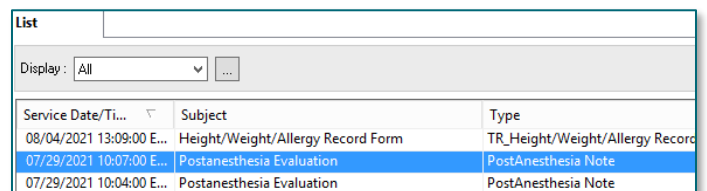
STEP 6: Click **Sign/Submit** when changes are complete.

- The corrected document now displays with the words **Document Has Been Revised** or **Document Contains Addenda** at the beginning of the report.

Correcting Note Type, Title, and Filing Date in a signed PowerNote:

STEP 1: Click the **Documents** component from the appropriate workflow page, then click the **Documents** header.

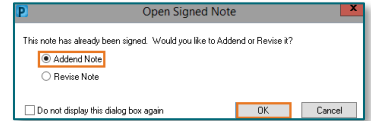
STEP 2: Select the **PowerNote** to be corrected.



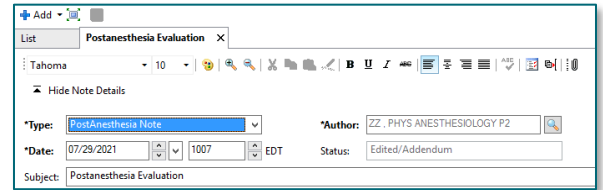
Service Date/Ti...	Subject	Type
08/04/2021 13:09:00 E...	Height/Weight/Allergy Record Form	TR_Height/Weight/Allergy Record
07/29/2021 10:07:00 E...	Postanesthesia Evaluation	PostAnesthesia Note
07/29/2021 10:04:00 E...	Postanesthesia Evaluation	PostAnesthesia Note

STEP 3: Right-click the note in the preview pane.

STEP 4: Select the **Addend Note** radio button, then click **OK**.



STEP 5: Select the correct **Note Type** from the **Type** drop down.



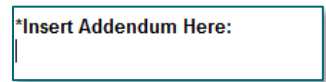
STEP 6: Correct **Note Title** by typing appropriate title in the **Subject** field.

STEP 7: Adjust **Date and Time** fields as needed.

- The fields must reflect the correct date of service.

NOTE: Once the above steps are complete, an addendum **MUST** be added before the note can be signed.

STEP 8: In the text window, add an addendum below **Insert Addendum Here** header at the bottom of the form.



STEP 9: Click **Sign**.

STEP 10: A pop-up displays indicating the note has changed, click **Yes** to save the changes.

STEP 11: The document with the new **Note Type**, **Note Title**, or **Filing Date** will now post to the correct folder within **Notes with Document Contains Addenda** at the beginning of the document.

Viewing Previous Versions of a Document:

STEP 1: Click the **Documents** component from the appropriate workflow page, then click the **Documents** header.

STEP 2: Click the **View Document History** icon in the **Documentation** toolbar.



STEP 3: View the versions of the document in the **Document History** window.

STEP 4: The document selected will display in the document preview pane.

Status	Valid From	Valid Until
Edited/Addendum	08/05/2021 8:44 EDT	
Edited/Addendum	08/05/2021 8:44 EDT	08/05/2021 8:44 EDT
Edited/Addendum	08/05/2021 8:11 EDT	08/05/2021 8:44 EDT
Auth (Verified)	07/29/2021 10:06 EDT	08/05/2021 8:11 EDT