This Quick Reference Guide (QRG) reviews fixing charting errors that occurred on the MPage components. You will need to add the appropriate documentation to the correct patient's chart, and then remove the same documentation from the incorrect patient's chart.

Fix Allergy Documentation

Add Allergy Documentation to the Correct Patient's Chart

➢ **From the patient's chart:**

STEP 1: Click **Allergies** in the component menu.

STEP 2: Click the **Add allergy** field; then type the allergy you want to add.

STEP 3: Click the allergy's name.

- The Allergy Details window opens.

STEP 4: Fill the allergy information.

NOTE: The Category and Status fields are required. It is best practice to enter Severity and Reactions information as well.

STEP 5: Click **Save.**

Remove Incorrect Allergy Documentation

➢ **From the incorrect patient's chart:**

STEP 1: Click **Allergies** in the component menu.

STEP 2: Click the allergy that you want to unchart.

- The Allergy Details window opens.

STEP 3: Click **Modify.**

STEP 4: Click the **Status** drop down arrow; then click **Canceled.**

STEP 5: Click the **Reason** drop-down arrow; then click **Error.**

STEP 6: Click the **Comments** field; then type **Incorrect MRN**.

STEP 7: Click **Save.**

Fix Problem Documentation

Add Problem Documentation to the Correct Patient's Chart

➢ **From the correct patient' chart:**

STEP 1: Click **Problem List** in the component menu.

STEP 2: Click the **Add** as drop-down arrow; then click the appropriate problem type.

STEP 3: Click the **Add problem** field; then type the problem.

STEP 4: Click the appropriate problem in the list.

Remove Incorrect Problem Documentation

➢ **From the incorrect patient's chart:**

STEP 1: Click the **Problem List** in the component menu.

STEP 2: Click the problem you want to remove.

▪ The Problem Details window opens.

STEP 3: Click **Modify.**

▪ The Modify Problem window opens.

STEP 4: Click the **Status** drop-down arrow; then click **Canceled/In Error.**

STEP 5: Click the **Cancel Reason** drop-down arrow; then click **Error.**

STEP 6: Click the **Comments** field; then type **Incorrect MRN**.

STEP 7: Click **OK.**

Fix Medication History Documentation

Add Medication History Document to the Correct Patient's Chart

➢ **From the correct patient's chart:**

STEP 1: Click the **Home Medications** in the component menu.

STEP 2: Click **Meds History** in the top right of the section.

▪ The Document Medication by Hx window opens.

STEP 3: Click **+Add.**

▪ The patient's Add Order window opens.

STEP 4: Click the appropriate medication folder.

STEP 5: Click the appropriate medication.

■   The Order Sentences window opens.

STEP 6:   Click the appropriate order sentence.

STEP 7:   Click **OK.**

STEP 8:   Click **Done.**

STEP 9:   Click the Compliance tab in the Details section.

NOTE: Document the compliance details as needed, including the Status.

STEP 10:   Click **Document History.**

Remove Incorrect Medication History Documentation

➢ **From the incorrect patient's chart:**

STEP 1:   Click **Home Medications** in the component menu

STEP 2:   Click **Meds History** in the top right of the section.

■   The Document Medication by Hx window opens.

STEP 3   Right-click the medication that you want to unchart, then click **Delete.**

STEP 4:   Click the **Delete Reason** field in the Details section; then type **Incorrect MRN.**

STEP 5:   Click **Document History**