From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Correct the Record: Documentation

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This Quick Reference Guide (QRG) reviews fixing charting errors that were documented in iView, PowerForms, and patient history. 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 iView Documentation

Add Vital Signs Documentation to the Correct Patient's Chart

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

STEP 1: Click **Interactive View and I&O** in the Main Menu.

STEP 2: Right-click the **Current Time** column header; then click **Insert Date/Time.**

STEP 3: Enter the appropriate date and time for the original documentation; then press [**Enter**].

STEP 4: Double-click the **Vital Signs** cell.

STEP 5: Enter the information that was originally documented in the incorrect patient's chart.

NOTE: You can advance to the next cell in the flowsheet by pressing Tab. At any time, you can select any cell by clicking it.

STEP 6: Click the ✔ Sign icon.

NOTE: Note: If the documentation you entered is no longer visible, it is outside the current clinical range. To verify that the documentation was added to the correct patient's chart, follow these steps:

- Right-click the Clinical Range, shown within the gray bar at the top of the sheet.
- Click Other.
- Click Clinical Range.
- Adjust the From Date and Time fields to original date of the documentation.
- Click OK

Remove Incorrect Vital Signs Documentation

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

STEP 1: Click the **Interactive View and I&O** in the Main Menu.

STEP 2: Click the first documented cell; then hold [**Shift**] and click the last documented cell.

STEP 3: Right-click the selection; then click **Unchart.**

- The Unchart window opens.

STEP 3: Click the **Reason** drop-down arrow.

STEP 4: Click **Other**.

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

STEP 7: Click Sign.

Fix PowerForm Documentation

Add Height/Dosing Weight Documentation to the Correct Patient's Chart

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

STEP 1: Click AdHoc in the toolbar.

- The Ad Hoc Charting window opens.

STEP 2: Select the **Height/Dosing Weight** check box.

STEP 3: Click Chart.

- The Height/Dosing Weight Form opens.

STEP 4: Adjust the **Performed on** Date and Time fields to when the original documentation took place.

STEP 5: Fill in the form with the appropriate information.

STEP 6: Click the ✔ Sign icon.

- You return to the Ad Hoc Charting window.

STEP 7: Click Close.

Remove Incorrect Height/Dosing Weight Documentation

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

STEP 1: Click **Form Browser** in the component menu.

STEP 2: Right-click the Height/Dosing Weight form; then click **Unchart**.

- The Height/Dosing Weight Form for uncharting opens.

STEP 3: Click the **Comment** field; then type **Incorrect MRN**.

STEP 4: Click the ✔ **Sign** icon.

Fix Family History Documentation

Add Family History Documentation to the Correct Patient's Chart

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

STEP 1: Click Histories in the Main Menu.

NOTE: The Family history tab is open by default.

STEP 2: Click Add.

STEP 3: Click the **Search** icon.

- The Condition Search window opens.

STEP 4: Click the Search tab.

STEP 5: Click the **Search** field.

STEP 6: Type the name of the appropriate condition.

STEP 7: Click **Search by Name**.

STEP 8: Click the appropriate condition if it is not selected by default.

STEP 9: Click OK.

STEP 10: Click the condition's positive cell for the appropriate family member.

STEP 11: Click OK.

Remove Incorrect Family History Documentation

STEP 1: Click **Histories**.

STEP 2: Right-click the relevant family member; then click **Modify Family History**.

STEP 3: Double-click the appropriate condition's positive cell.

- The Update Family Member window opens.

STEP 4: Click the **Comment** field; then type **Incorrect MRN**.

STEP 5: Click OK.

STEP 6: Right-click the appropriate condition's positive cell; then click **Clear**.

STEP 7: Click OK.

Fix Social History Documentation

Add Social History Documentation to the Correct Patient's Chart

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

STEP 1: Click **Histories** in the Main Menu.

STEP 2: Click the Social History tab.

STEP 3: Double-click the appropriate Category's Details cell.

STEP 4: Fill in the details that were originally documented in the incorrect patient's chart.

STEP 5: Click OK.

Remove Incorrect Social History Documentation

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

STEP 1: Click **Histories** in the Main Menu.

STEP 2: **Click the** Social History **tab.**

STEP 3: Right-click the appropriate Category's Details cell; then click the **Modify** option.

STEP 4: Click Add Comment at the bottom of the section.

- The Add Comment window opens.

STEP 5: Click the **Comment** field; then type **Incorrect MRN**.

STEP 6: Click OK in the Add Comment window.

STEP 7: Click OK in the Social History section.

STEP 8: Right-click the appropriate Category's Details cell; then click the **Remove** option.

Fix Procedure Documentation

Add Procedure Documentation to the Correct Patient's Chart

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

STEP 1: Click **Histories** in the Main Menu.

STEP 2: Click the Procedure tab.

STEP 3: Click Add.

STEP 4: Click the **Procedure** field; then type the appropriate procedure.

STEP 5: Press [**Enter**].

- The Procedure Search window opens.

STEP 6: Click appropriate procedure in the procedure list.

STEP 7: Click OK.

STEP 8: Enter the appropriate age of the patient during the procedure, and the appropriate date of the procedure.

NOTE: If the patient did not provide a precise date, you can change the time range by clicking the blue Date text above the Date field.

STEP 9: Click OK.

Remove Incorrect Procedure Documentation

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

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

STEP 2: Click the Procedure tab.

STEP 3: Right-click the appropriate procedure in the patient's list of procedures; then click **Modify Procedure.**

STEP 4: Click the **Comments** field; then type **Incorrect MRN**.

STEP 5: Click OK.

STEP 6: Right-click the procedure; then click **Remove Procedure**.