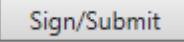


This Quick Reference Guide (QRG) reviews how to correct dynamic documentation on an incorrect MRN.

Common Buttons & Icons

| | |
|---|-------------------------|
|  | OK button |
|  | Minimize button |
|  | Sign/Submit icon |

| | |
|--|-----------------------|
|  | Sign button |
|  | In Error icon |
|  | Exit icon |
|  | Refresh button |

Fix Dynamic Documentation

➤ **From the Provider Handoff screen in PowerChart:**

STEP 1: Search for the incorrect patient's chart using their FIN.

NOTE: To search using a FIN, follow these steps:

- Click the Search drop-down arrow on the right side of the screen.
- Click FIN.
- Click the Search field; then type the patient's FIN.
- Click the Search icon.

STEP 2: Click **Consulting Physician** in the Assign a Relationship window.

STEP 3: Click **OK**. The patient's chart opens.

STEP 4: Click **Documents** in the Component List.

NOTE: If a patient has several notes from different authors, you can easily find yours by clicking the My Notes Only Button at the top of the component.

STEP 5: Search for the correct patient's chart using their FIN.

STEP 6: Click **Consulting Physician** in the Assign a Relationship window.

STEP 7: Click **OK**. The patient's chart opens.

NOTE: It is useful to have both charts open simultaneously so that you can easily switch between them while changing their documentation. Note that one chart appears blue in the system, while the other appears yellow so that you can easily differentiate between them.

STEP 8: Click **Select Other Note** at the bottom of the Component List.

STEP 9: Click **Free Text Note**.

STEP 10: Click **OK**. The Free Text Note opens.

STEP 11: Click the incorrect patient's chart tab.

STEP 12: Click the note you added to the incorrect patient's chart in the Documents component. The note's preview window opens.

NOTE: Before continuing, make a note of the documentation's type and date so you have this information when adding the new note to the correct patient's chart.

STEP 13: Click **View Document**. The note opens in an expanded window.

STEP 14: Highlight all text other than the header and Signature Line.

STEP 15: Press the **Ctrl** key and **C** key simultaneously (**Ctrl + C**) to copy the text.

STEP 16: Click the **Minimize** button.

STEP 17: Click the correct patient's chart tab.

STEP 18: Press the **Ctrl** key and **V** key simultaneously (**Ctrl + V**) to paste the text.

STEP 19: Click **Sign/Submit**. The Sign/Submit Note window opens.

STEP 20: Document the appropriate Type and Date of the note.

NOTE: Recall that you need to document the same type and date as the previous note to submit this note.

STEP 21: Click **Sign**.

STEP 22: Click the incorrect patient's chart tab.

STEP 23: Click the note you added to the incorrect patient's chart in the Documents component. The note's preview window opens.

STEP 24: Click **View Document**. The note opens in an expanded window.

STEP 25: Click the **In Error** icon in the note's toolbar. The Result Uncharting window opens.

STEP 26: Enter an explanation for the uncharting in the **Comments** field.

STEP 27: Click **OK**.

STEP 28: Click the **Exit** icon to close the note.

STEP 29: Click the **Refresh** button to confirm the note's uncharting.