



EMR Quick Reference Guide

Documentation - Marking Documentation as 'In Error'

This document will provide a step-by-step guide on how to mark a document In Error in the EMR for the following documentation types:

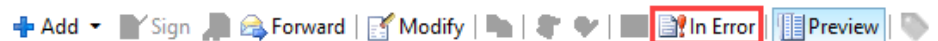
- [Dynamic Documentation \(e.g. Progress Notes, Admission Notes, Discharge Summaries etc.\)](#)
- [Powerforms](#)
- [Powernotes](#)
- [Interactive View](#)

Dynamic Documentation (e.g. Admission notes, Discharge Summaries and Progress Notes)

1. Navigate to Documentation in the Table of Contents and select the dynamic documentation that was documented in error

Service Date/Ti...	Subject	Type
01/09/2022 16:12:00	Height, Weight, Allergy & VTE Assessment	Height i
01/09/2022 16:10:00	Surgical Audit Tool	Surgical
01/09/2022 16:09:43	GSUWR Test	Progres
08/06/2022 14:32:00	Height, Weight, Allergy & VTE Assessment	Height i
31/05/2022 11:08:24	Pharmacy Discharge Medilist (test)	Pharma
31/05/2022 10:45:30	Pharmacy Admission Note (2 north)	Pharma

2. Click on **In Error**



3. Enter the reason for error in comments and then finalize with **OK**

P Result Uncharting - Testwhs, EMIATWO - 90000052

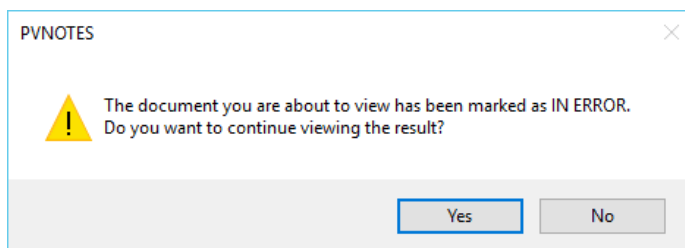
In Error Comment - Optional

Comments:

Incorrect Patient

OK Cancel

4. Any future viewing of the document will have a pop up to indicate this document is IN ERROR.



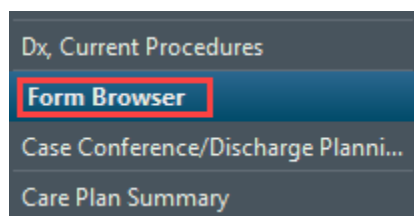
5. The document will have an "In Error Report" note including the reason for error

*** In Error Report ***

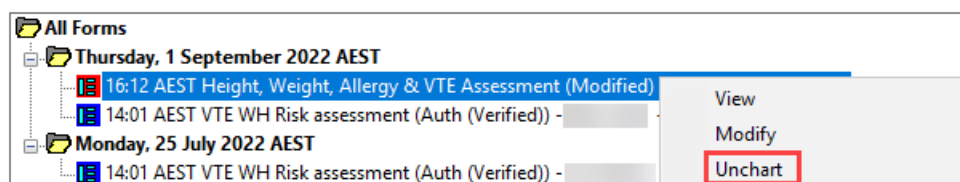
Result Comment by [redacted] - HMO on 01 Sep, 2022 16:28 AEST
Incorrect Patient

Powerforms

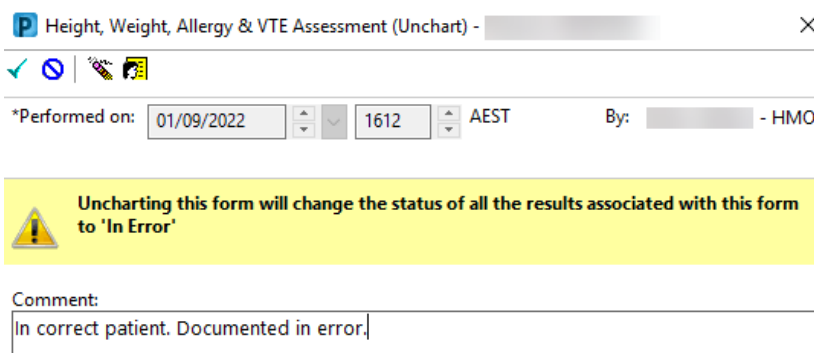
1. Navigate to "Form Browser" from the Table of Contents



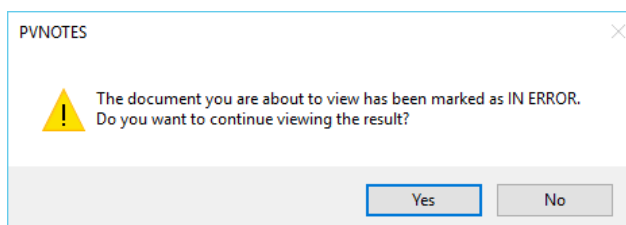
2. Right click on the Powerform that was documented in error and select Unchart.



3. Enter a comment in the pop up window and select the green tick icon to finalize.



4. Any future viewing of the document will have a pop up to indicate this document is IN ERROR.



5. The Powerform will have an "In Error Report" note including the reason for error

*** In Error Report ***

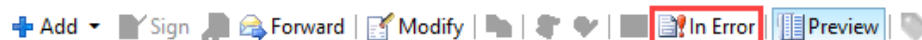
Result Comment by [redacted] - HMO on 01 Sep, 2022 16:28 AEST
Incorrect Patient

Powernotes

1. **Select the Powernote** that was documented in error

Service Date/Ti...	Subject	Type
01/09/2022 16:12:00	Height, Weight, Allergy & VTE Assessment	Height and Weight - Te
01/09/2022 16:10:00	Surgical Audit Tool	Surgical Audit
01/09/2022 16:09:43	GSUWR Test	Progress Note
08/06/2022 14:32:00	Height, Weight, Allergy & VTE Assessment	Height and Weight - Te

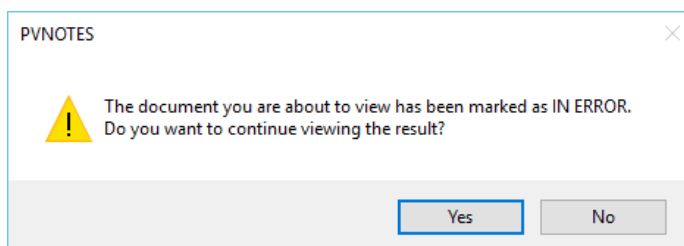
2. Click on **In Error**



3. Enter the reason for error in comments and then finalize with **OK**

A screenshot of a dialog box titled 'Result Uncharting - Testwhs, EMIATWO - 90000052'. It has a close button (X) in the top right. Below the title is the text 'In Error Comment - Optional'. There is a 'Comments:' label above a text input field containing the text 'Incorrect Patient'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

4. Any future viewing of the Powernote in error will result in a pop up window indicating that this document viewed is IN ERROR.



5. The Powernote will have an **"In Error Report"** note including the reason in error

*** In Error Report ***

Result Comment by [REDACTED] - HMO on 01 Sep, 2022 16:28 AEST
Incorrect Patient

Interactive View

1. **Right click** on the value that is In Error and select 'Unchart...'

The screenshot shows a table with a date '01/09/2022' at the top. The table has columns for time (16:53, 16:52) and values. A value of '20' is highlighted, and a context menu is open over it. The menu options are: Add Result..., View Result Details..., View Comments..., View Flag Comments..., View Reference Material..., View Order Info..., View History..., Modify..., Unchart... (highlighted with a red box), Change Date/Time..., and Add Comment....

01/09/2022	
16:53	16:52
	20
	98
	21
	120/80

2. **Select a reason** within the dropdown menu and **Sign**

The screenshot shows a dialog box titled 'Unchart - Testwhs, EMIA TWO - 90000052'. It contains a table with columns: Unchart, Date/Time, Item, Result, Reason, and Comment. The first row is checked and contains: 01/09/2022 16:52, Respiratory Rate, 20 br/min, and Reason (highlighted in yellow). Below the table is a 'Reason' dropdown menu with options: Charted at Incorrect Time, Charted on Incorrect Order, Charted on Incorrect Patient, and Other. At the bottom right are 'Sign' and 'Cancel' buttons.

Unchart	Date/Time	Item	Result	Reason	Comment
<input checked="" type="checkbox"/>	01/09/2022 16:52	Respiratory Rate	20 br/min		

3. The information that was uncharted will display as "In Error"

The screenshot shows a 'VITAL SIGNS' table for the date '01/09/2022'. The table has columns for time (16:55, 16:52) and values. The value 'In Error' is displayed in the result column for 'Respiratory Rate'.

01/09/2022	
16:55	16:52
VITAL SIGNS	
Respiratory Rate	br/min In Error