

Documentation – Marking Documentation as “In Error”



This Quick Reference Guide will explain how to:

Provide a step-by-step guide on how to mark a document “In Error” in the EMR for the following documentation types:

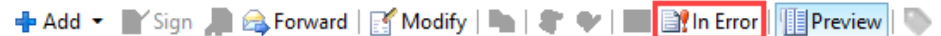
- Dynamic Documentation (e.g. Progress Notes, Admission Notes, Discharge Summaries etc.)
- Powerforms
- Powernotes
- Interactive View

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
01/09/2022 16:10:00	Surgical Audit Tool	Surgic
01/09/2022 16:09:43	GSUWR Test	Progre
08/06/2022 14:32:00	Height, Weight, Allergy & VTE Assessment	Height
31/05/2022 11:08:24	Pharmacy Discharge Medilist (test)	Pharm
31/05/2022 10:45:30	Pharmacy Admission Note (2 north)	Pharm

2. Click on **In Error**



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

Result Uncharting - Testwhs, EMIATWO - 90000052

In Error Comment - Optional

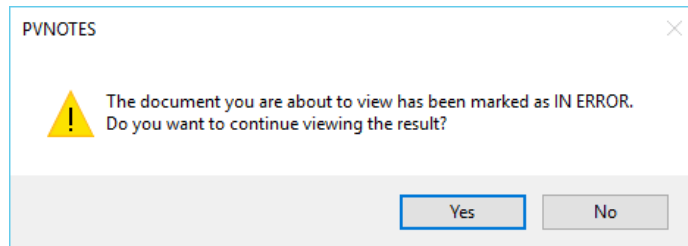
Comments:

Incorrect Patient

OK Cancel



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



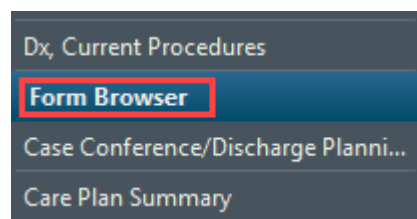
5. The document will have an “In Error Report” note including the reason for error

*** In Error Report ***

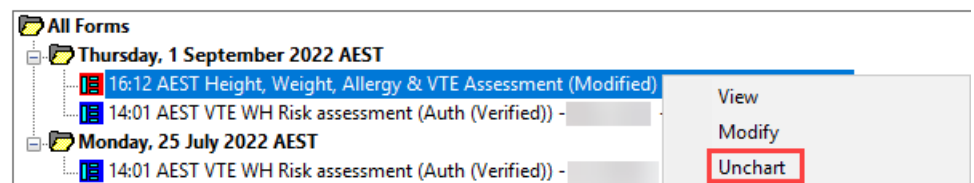
Result Comment by [redacted] - HMO on 01 Sep, 2022 16:28 AEST
Incorrect Patient

Powerforms

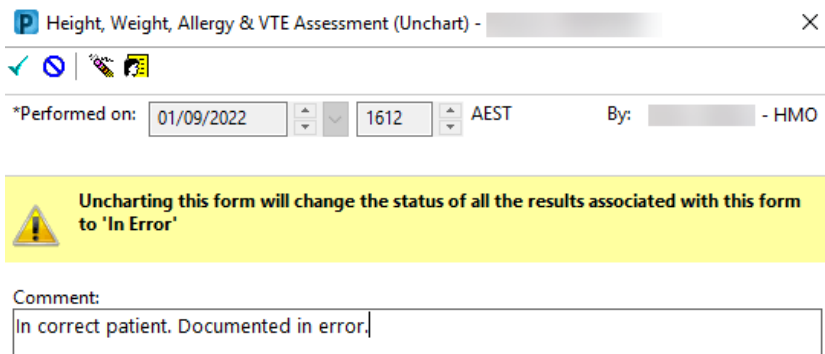
1. Navigate to “Form Browser” from the Table of Contents



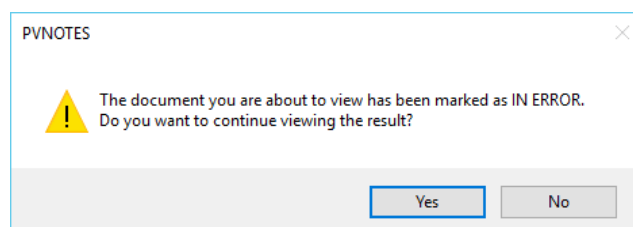
2. **Right click** on the Powerform that was documented in error and select **Unchart**.



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

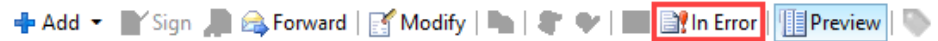


Powernotes

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**

P Result Uncharting - Testwhs, EMIATWO - 90000052

In Error Comment - Optional

Comments:

Incorrect Patient

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

PVNOTES

The document you are about to view has been marked as IN ERROR. Do you want to continue viewing the result?

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

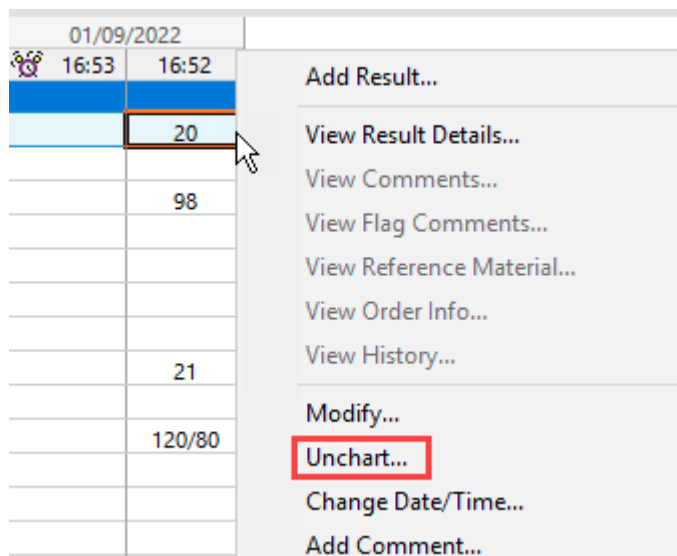
*** In Error Report ***

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

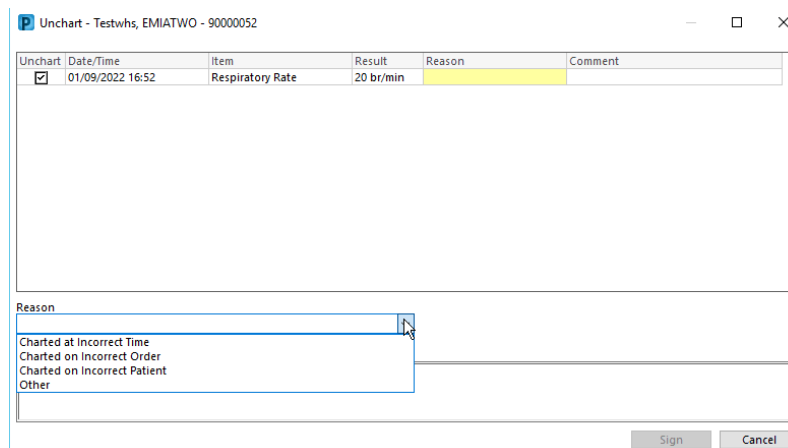


Interactive View

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



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



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

