ACOG Forms – Invalidating or Changing Form Type

- Open ACOG Note in **Edit** mode.
  
  ![Image of ACOG Note Edit mode]

- Click on the **“Rec Corr”** tab to open the Request Correction – Webpage Dialog window.
  
  ![Image of Request Correction Dialog]

- Select the appropriate option (comments are always helpful)
  - Correct Author
  - Correct Owner
  - Correct Patient
  - Correct Document Type
  - Correct Text
  - Invalidate

- The EHR Team will receive a task to perform the action.