

Notes on Notes

Chart Documentation



Adding Problems

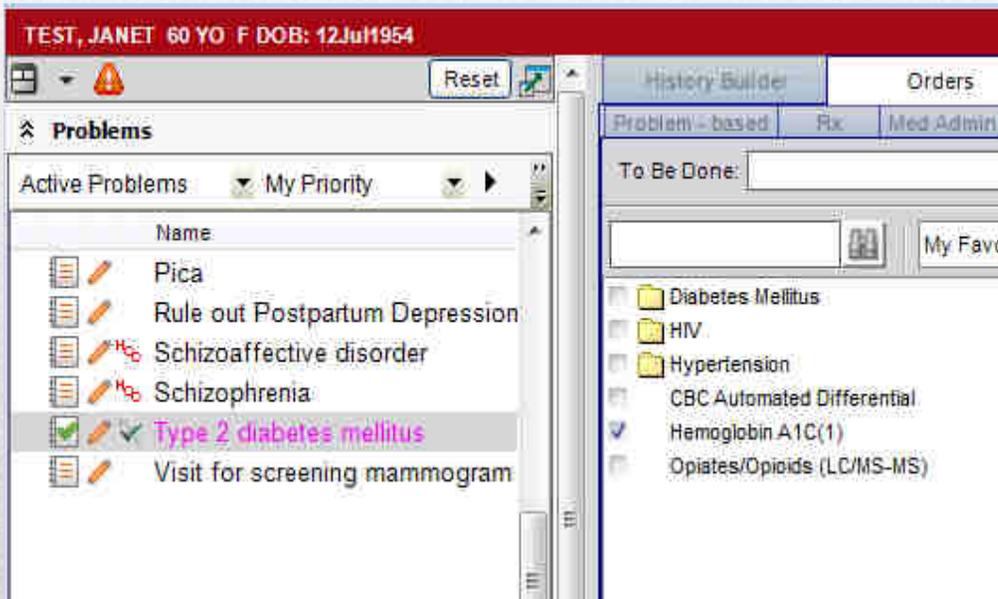
The image shows two screenshots of a medical software interface. The left screenshot shows a search for 'asthma' with a list of results. The 'Asthma' entry is circled in red, and a red arrow points to the right screenshot. The right screenshot shows the expanded view of 'Asthma', displaying a list of specific ICD-9 codes and their descriptions.

ICD-9	Description
493.90	Asthma
493.90	Asthma, acute
493.90	Asthma, allergic
493.90	Asthma, mild intermittent, uncomplicated
493.90	Asthma, mild persistent, uncomplicated
493.90	Asthma, moderate persistent, uncomplicated
493.90	Asthma, severe persistent, uncomplicated
493.90	Asthma, unspecified asthma severity, uncomplicated
493.92	Asthma, unspecified asthma severity, with acute exacerbation
493.91	Asthma, unspecified asthma severity, with status asthmaticus
493.92	Mild intermittent asthma, with acute exacerbation
493.91	Mild intermittent asthma, with status asthmaticus
493.92	Mild persistent asthma, with acute exacerbation
493.91	Mild persistent asthma, with status asthmaticus
493.92	Moderate persistent asthma, with acute exacerbation
493.91	Moderate persistent asthma, with status asthmaticus
493.92	Severe persistent asthma, with acute exacerbation
493.91	Severe persistent asthma, with status asthmaticus
493.90	Asthma, acute
493.90	Asthma, allergic

If you see a + sign next to a problem, you can expand it and choose a more specific code. Additionally, it will help you pull in the correct form so that your note documentation will match your billing codes.

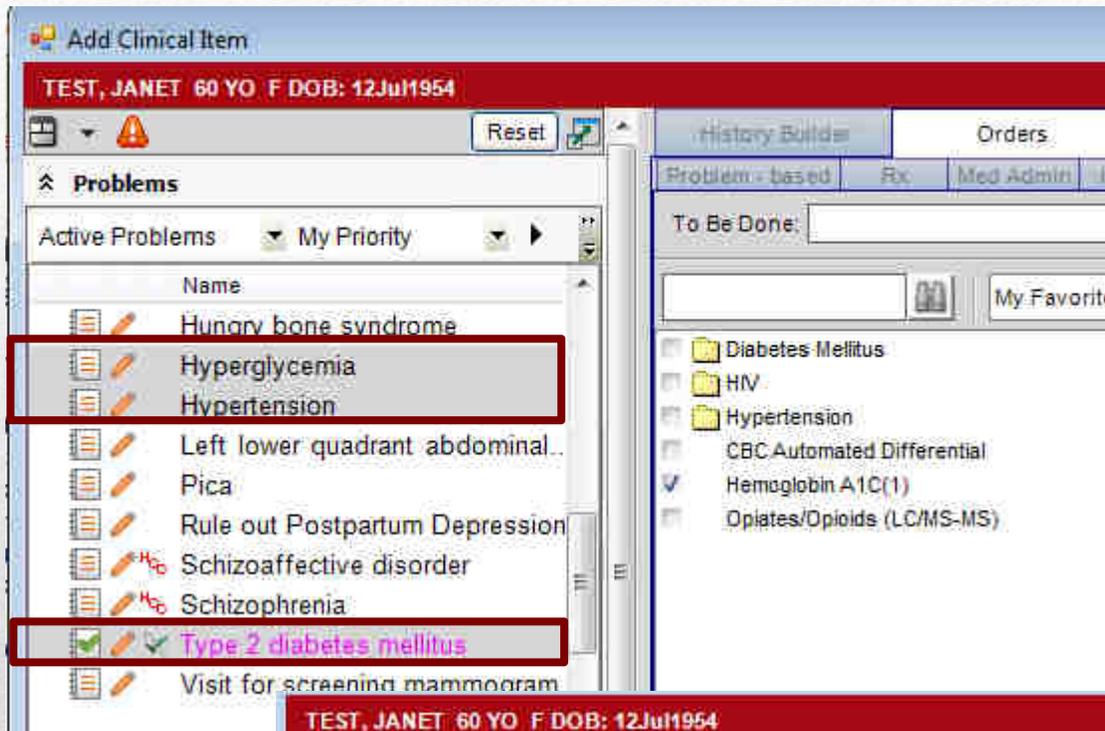
Ordering / Auto-Linking

If you are ordering a lab/radiology/procedure, and you don't get the "details" box to ensure that it is linked appropriately, you most likely have a

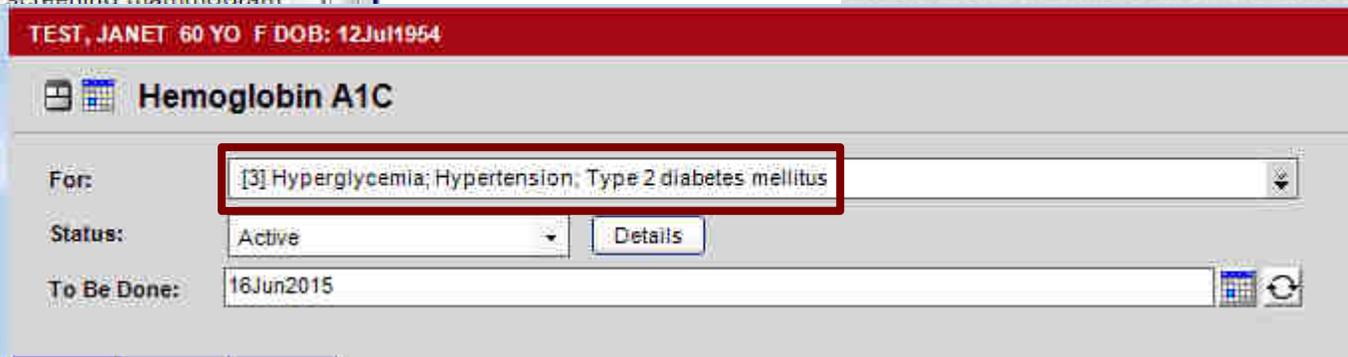


diagnosis highlighted in the Problems column. Any dx that is highlighted (has a gray box around it, i.e., has been "clicked upon") will automatically link to anything you order. If, when you check the box for the item you want to order, you do NOT get the detail box, but just get a (1) next to the item, it has auto linked to the dx that is highlighted on the left.

Linking



To link an order to multiple diagnoses, highlight multiple items by holding down the Ctrl key and clicking each item, then check the box to order. If you double click the order (or right-click/edit), you can see what the order has been linked to.



Oops! I didn't mean to link to THAT!



If you get to the Plan section, and you realize you've linked an order to something unintentionally, you can right-click and edit it (if you haven't committed it yet).

Reordering Assessments

The screenshot displays a software interface for managing medical assessments. On the left, a table lists various conditions under 'Assessed' and 'Unassessed' categories. A right-click context menu is open over the table, showing several options. The 'Make Tertiary' option at the bottom of the menu is highlighted with a red rectangular box.

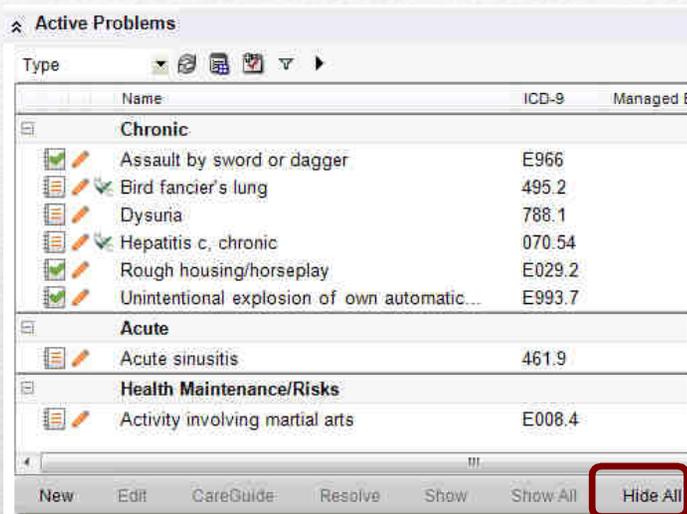
Name	ICD-9	ICD-10
Assessed		
Anxiety	300.00	F41.
Breast cancer	174.9	C50.
Depression	311	F32.
Asthma	493.90	J45.
Type 2 diabetes mellitus	250.00	E11.
Hypertension	401.9	I10.
Hyperglycemia	790.29	R73.
Unassessed		
Abnormal findings on prenatal...	796.5	Q28.
Accumulation disease of the...	495.8	J67.
Alcohol Dependence...	303.90	
Chronic pain	338.29	G89.
Diabetes mellitus	250.00	E11.
Drug-induced Gout Of Shoulder	274.02	
Health Maintenance	V70.0	Z00.
Female dyspareunia	625.0	N94.

- Change Type to
- Secondary to
- Transition to
- New Instance
- Duplicate Problem
- Unassess
- Assess And Resolve
- Assess/Resolve/Suppress
- Resolve
- Resolve and Suppress
- Resolve and Include in Active
- Change Status to
- Add to My Priority
- Hide Header Rows
- Include In PMH
- Verify and Add
- Remove
- Convert Selected
- Convert All
- CareGuide
- New Task
- Make Primary
- Make Secondary
- Make Tertiary**

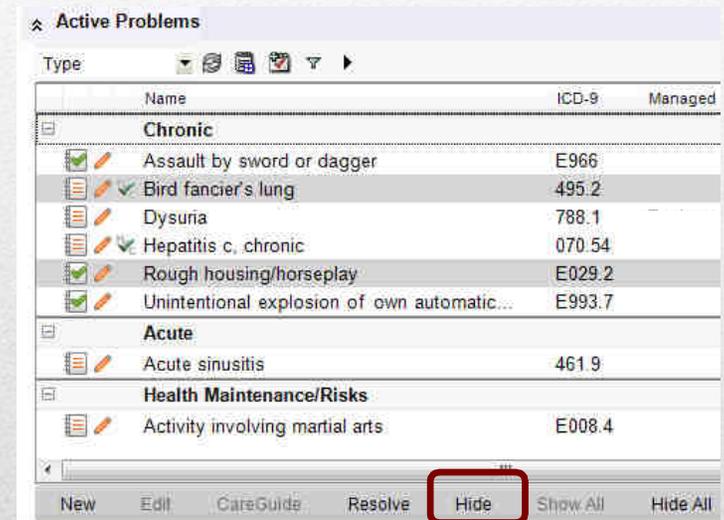
In order to make the order of the assessed items match the encounter form, right click, and scroll ALL the way down the form to the bottom. You can choose to make the items Primary, Secondary, or Tertiary.

Hiding Sections

You can choose to hide the pre-populated information that pulls automatically into your notes



To hide the entire section, click **HideAll**



To hide specific items in a section, highlight the items (Ctrl and click), and then click **Hide**

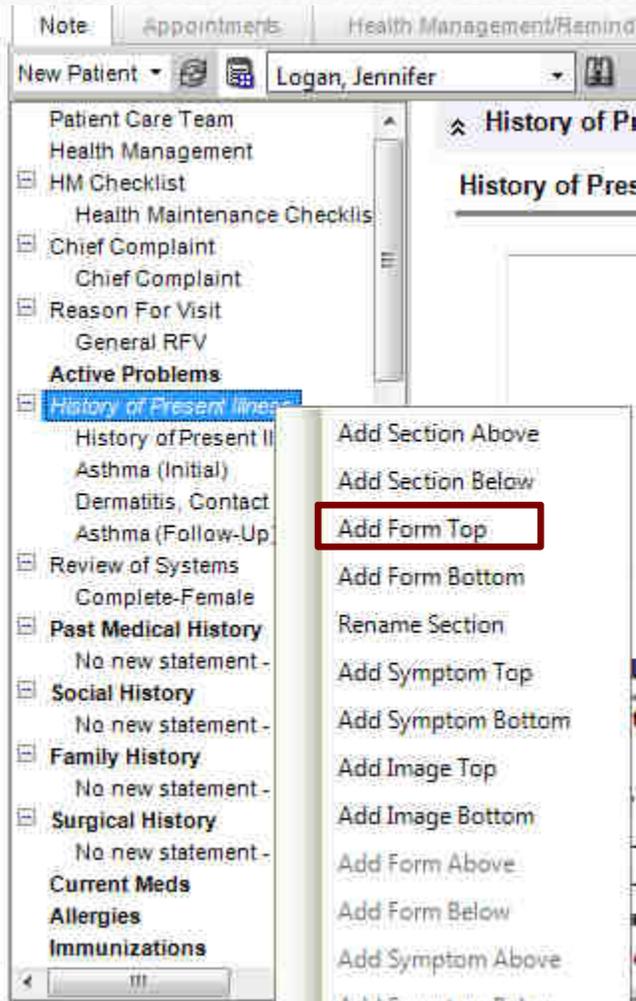
You can hide information in any of the pre-populated sections; active problems, past medical history, social history, family history, and surgical history.

History of Present Illness

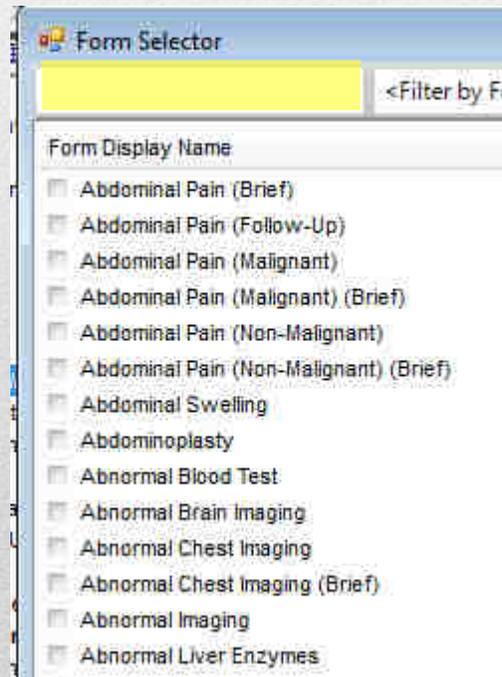
The screenshot displays a medical software interface for a patient named Logan, Jennifer. The main window is titled 'History of Present Illness'. On the left, a navigation pane shows various medical history sections, with 'History of Present Illness' selected. The central area shows a list of 'Active Problems' and 'Chronic' conditions. The 'Active Problems' list includes 'Asthma, allergic', 'Hepatitis c, chronic', 'Poison ivy dermatitis', and 'Supervision of normal pregnancy in...'. The 'Chronic' list includes 'Acute sinusitis', 'Health Maintenance/Risks', 'Activity involving martial arts', and 'Health Maintenance'. Below this, there is a detailed form for 'Dermatitis, Contact (Brief)' and 'Asthma (Follow-Up)'. The 'Dermatitis, Contact (Brief)' form includes sections for 'Reason for Visit', 'Visit Type', 'Last Visit', 'Symptoms', 'Problem Details', 'Current Treatment', 'Pertinent History', and 'Evaluation and Treatment History'. The 'Asthma (Follow-Up)' form includes sections for 'Asthma (Initial)', 'Dermatitis, Contact (Brief)', 'Asthma (Follow-Up)', 'Interval Symptoms', and 'Review of Systems'. At the bottom of the interface, there is an 'Output Template' section with a 'Recompile' button circled in red.

The HPI can be free texted, but there are forms available to help speed up documentation. Once you have added/clicked to assess a problem on the Active Problems tab on the right, you can click the Recompile button to pull in forms for documentation.

Adding Forms



You can also pull in forms simply by searching: Right click on the section header where you want a form added, and choose Add Form Top. Type in the form you want (or just scroll through the available forms), check the box, then click OK.



Adding Images to Notes

The screenshot displays a medical notes application interface. On the left is a navigation pane with a tree view. The 'Physical Exam' section is expanded, and 'Feet (Plantar Image)' is selected and highlighted in blue. The main content area shows a drawing of two feet from a plantar view. Above the drawing is a toolbar with icons for drawing (pencil, eraser, lasso), undo, redo, and a magnifying glass. The 'Apply' button is highlighted in yellow. On the right, an 'Image Selector' dialog box is open, showing a search bar and a list of anatomical categories. The 'Feet Plantar Muscles' and 'Feet Plantar Skeletal' items are checked with checkboxes.

No new statement - PMH

- Surgical History
 - No new statement - Surgical
- Family History
 - No new statement - FH
- Social History
 - No new statement - SH
- Current Meds
- Allergies
- Immunizations
- Vitals
- Physical Exam**
 - PE for Medical Student Not
 - PHQ-9 Depression Question
 - Mental Status Evaluation
 - GU Male
 - Feet (Plantar Image)**
 - Breasts (Image)
- ID Flowsheet
- Results/Data
- Procedure
 - I&D Abscess

Feet (Plantar Image)

Apply

Image Selector

General Images Patient Specific

<input type="checkbox"/> Arm Left	<input type="checkbox"/> Ear Right
<input type="checkbox"/> Arm Left Muscles	<input type="checkbox"/> Endocrine
<input type="checkbox"/> Arm Left Skeletal	<input type="checkbox"/> Eye Anterior
<input type="checkbox"/> Arm Right	<input type="checkbox"/> Eye Cross Section Left
<input type="checkbox"/> Arm Right Muscles	<input type="checkbox"/> Eye Cross Section Right
<input type="checkbox"/> Arm Right Skeletal	<input type="checkbox"/> Eye Fundal Segments Bilateral
<input type="checkbox"/> Arms Dorsum	<input type="checkbox"/> Eye Fundal Segments Left
<input type="checkbox"/> Arms Dorsum Muscles	<input type="checkbox"/> Eye Fundal Segments Right
<input type="checkbox"/> Arms Dorsum Skeletal	<input type="checkbox"/> Eye Laser
<input type="checkbox"/> Arms Medial	<input type="checkbox"/> Eye Posterior
<input type="checkbox"/> Arms Medial Muscles	<input type="checkbox"/> Eye Slit Lamp
<input type="checkbox"/> Arms Medial Skeletal	<input type="checkbox"/> Eyes Bilateral
<input type="checkbox"/> Arms Palmar	<input type="checkbox"/> Feet Dorsum Muscles
<input type="checkbox"/> Arms Palmar Muscles	<input type="checkbox"/> Feet Dorsum Skeletal
<input type="checkbox"/> Arms Palmar Skeletal	<input type="checkbox"/> Feet Medial
<input type="checkbox"/> Body Anterior (M)	<input type="checkbox"/> Feet Medial Skeletal
<input type="checkbox"/> Body Posterior (M)	<input type="checkbox"/> Feet Plantar
<input type="checkbox"/> Bronchopulmonary Segments Anterior	<input type="checkbox"/> Feet Plantar Muscles
<input type="checkbox"/> Bronchopulmonary Segments Posterior	<input type="checkbox"/> Feet Plantar Skeletal
<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Feet Posterior
<input type="checkbox"/> Cervix	<input type="checkbox"/> Feet, Dorsal
<input type="checkbox"/> Coronary Arteries, Anterior	<input type="checkbox"/> Fetal Position/AFI
<input type="checkbox"/> Coronary Arteries, Posterior	<input type="checkbox"/> Foot Left Lateral
<input type="checkbox"/> Dermatomes Anterior	<input type="checkbox"/> Foot Left Lateral Skeletal
<input type="checkbox"/> Dermatomes Posterior	<input type="checkbox"/> Foot Right Lateral
<input type="checkbox"/> Ear Left	<input type="checkbox"/> Foot Right Lateral Skeletal

You can also pull in images into your note. Right click on the Physical Exam heading, and choose Add Image Top. Search for an image, check the box, and click OK. You can click the pencil icon to draw on the image, and then click Apply to pull it into your note.

Text Boxes vs Note Accumulator

History of Present Illness

The patient returns today for acute exacerbation of cough

Free text box

History of Present Illness

History of Present Illness:

Asthma (Initial):

Dermatitis, Contact (Brief):

Asthma (Follow-Up):

Note Accumulator section

Note: If you do type in a text box, make sure to Tab when you are finished typing, so the text comes into the Note Accumulator

While you can type in the Note Accumulator section, wherever you see the gray line, this section tends to be temperamental, so if there is a text box available as a form, we recommend you type in this section. If you have a section where you do a lot of free texting, and you would like us to add a text box, you may request that one be added.

This all takes too long!

How can we speed up the documentation process?

1. **Copy & Paste** – if you have templates that you use, you can copy and paste from WordPad or other word processing programs
2. **Copy Forward** – you can copy text and form information from a previous note
3. **All Normal/Previous History buttons** – you can use the All Normal buttons on both the Review of Systems and the Physical Exam, and then simply uncheck the items that are not normal for that day's visit
4. **Dictate** - Dragon Naturally Speaking is compatible with Allscripts.
5. **Forms** - Utilize the forms in the HPI section
6. **Macros** – Create short cut phrases using the



Manage Macros

Use wisely – this could trigger a Federal Audit!



Copy and Paste from WordPad

History of Present Illness

Previous History

History of Present Illness: Patient was attacked by pit-bull grandpa.
Target Symptoms:
Target Symptoms/Problems/Observations: alcohol use, anorexia, divorced/separated has recently started after Dad came home from prison
Substance Abuse:
Caffeine: None, per patient, Amount:
Marijuana: None, per patient
Opiates/Narcotics: None, per patient

You can copy and paste into Allscripts; however, copying from Word tends to be “glitchy” because of all the background formatting that exists in Word documents. It is suggested that if you do choose to copy and paste, that you copy from a program that contains fewer formatting marks, such as WordPad or NotePad.

Also, if possible, paste into a text box, NOT the note accumulator.

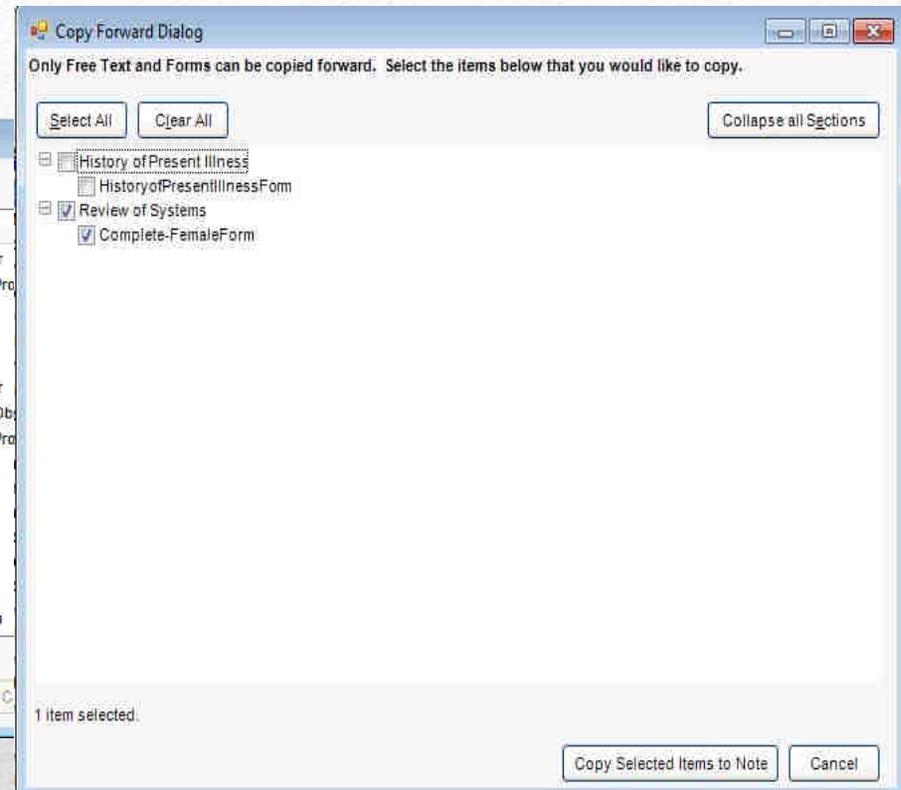
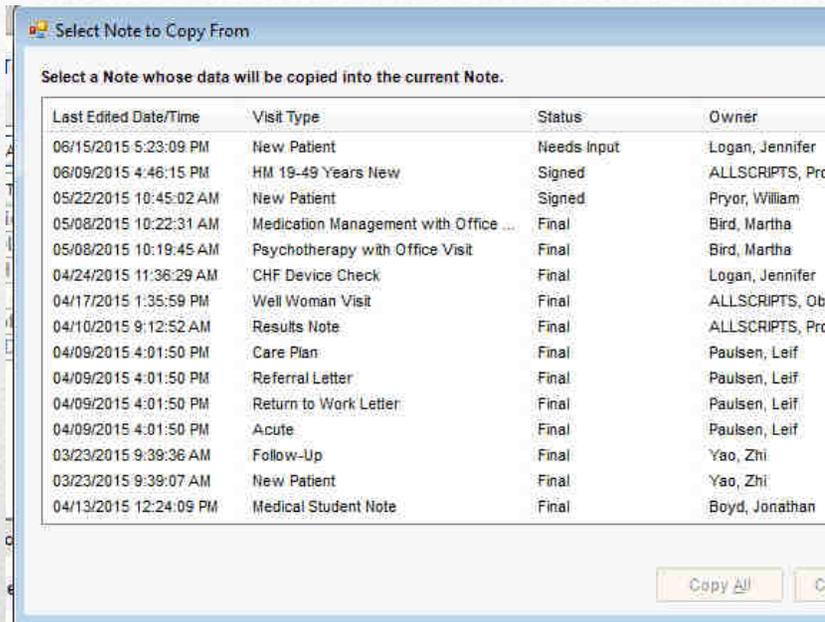
Copy and Paste from ChartViewer

The screenshot displays a medical software interface with three main components:

- Left Panel:** A navigation menu with categories like 'History of Present Illness', 'Review of Systems', 'Past Medical History', 'Social History', 'Family History', 'Surgical History', and 'Current Meds'. The 'History of Present Illness' section is expanded, showing a summary of the patient's medical history.
- Center Panel (Note Viewer):** A window titled 'Note Viewer' showing a note for 'TEST, JANET 60 YO F DOB: 12Jul1954'. The note is an 'Initial Evaluation - Psych' with a status of 'Final'. The text is partially highlighted in black, indicating it has been selected for copying. The text includes sections for 'Active Problems', 'History of Present Illness', 'Past Medical History', and 'Past Psychiatric History'. The 'History of Present Illness' section contains text such as 'Patient was attacked by pit-bull granpa' and 'alcohol use, anorexia, divorced/separated has recently started after Dad came home from prison'.
- Right Panel:** A 'Chart Viewer' window showing a list of notes. The notes are organized into 'Office Notes' and include titles like 'Results Note (JCFM) (Results M...', 'Follow-Up (Follow-Up) - ALLSC...', 'New Patient (New Patient) - ALL...', 'TMS Treatment Note (TMS Trea...', 'Follow Up - Surgical Oncology', 'Follow Up - Breast (Follow Up -', 'New Patient - Breast (New Patie...', 'New Patient - Colon Cancer (Ne...', 'New Patient - Skin Cancer (New...', 'New Patient - Skin Cancer (New...', and 'Post Op - Surgical Oncology (P...'.

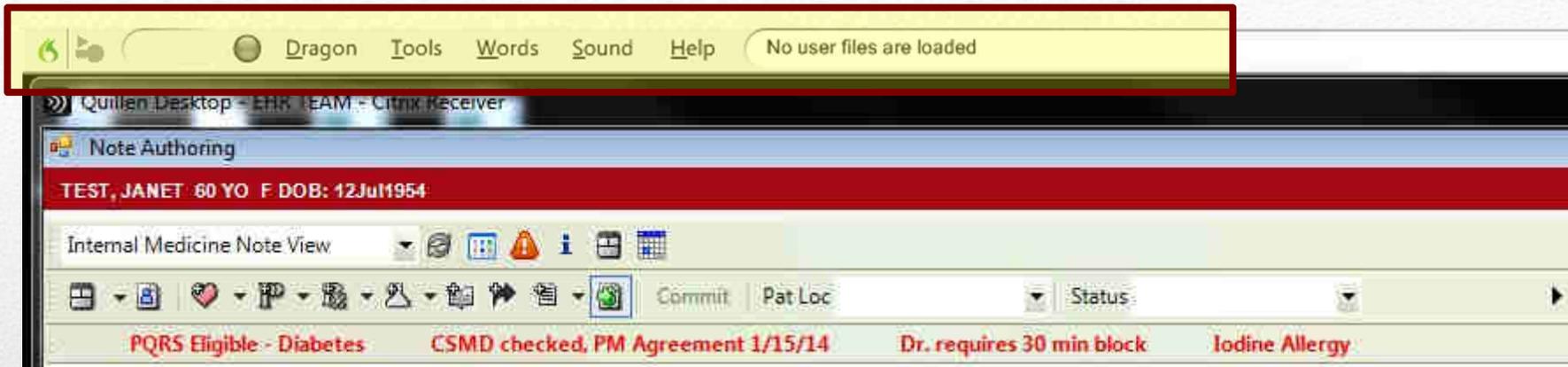
If you are viewing your previous note from the ChartViewer tab, you can copy and paste by highlighting and copying using **Ctrl C**. Click in the text box in your new note, and paste it using **Ctrl V** on your keyboard.

Copy Forward



Another option for transferring text from another document is to use the Copy Forward option. Click the Copy Forward button on the toolbar, and then choose the note from which you want to copy. Highlight the note to copy, and choose Copy Select. Choose the sections/forms, then click Copy Selected Items to Note. This may be a little slower, but you avoid the glitchy issues that we sometimes see with straight copy and paste.

Dragon



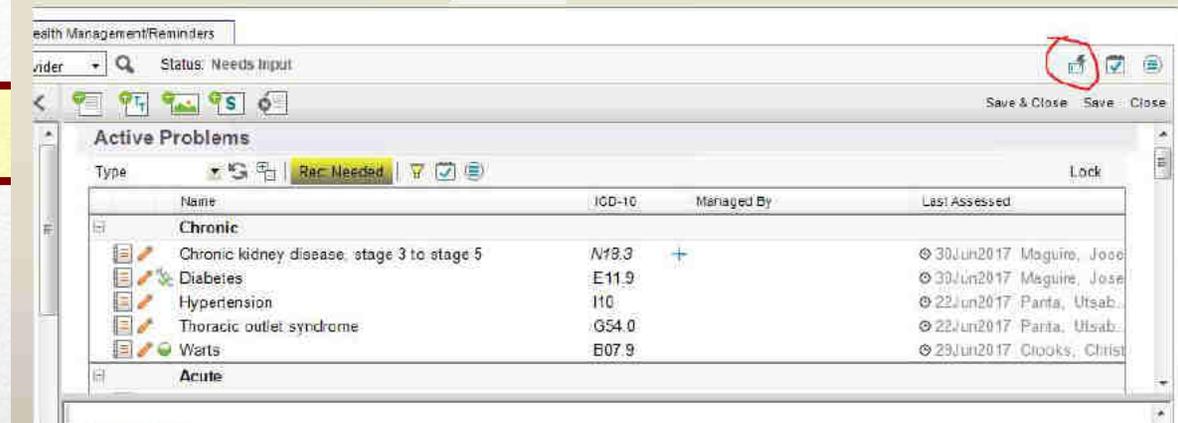
Dragon Medical does work within Allscripts, and for those providers that do a lot of free-texting, or wish to utilize Dragon macros, it is another option for charting.

Pros– Can set up macros for commonly used templates, which can be populated into your note with a simple key phrase; can be used to dictate the portions of your note which are generally typed.

Cons – Time-consuming to train system; voice files are only accessible from the hard drive of the computer (not accessible from the network); text often requires editing; not officially supported by IT or the EHR Team. Some end users report more success when dictating into a Word document and Copy and Pasting into Allscripts.

Macros

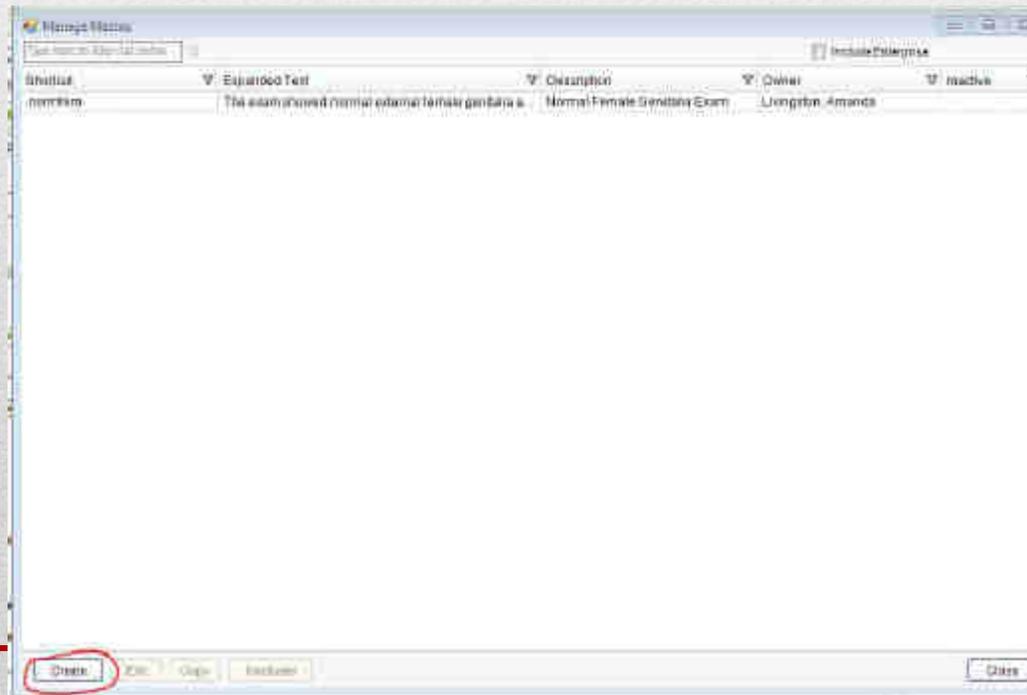
Click the macro button.



The screenshot shows a window titled "Active Problems" with a search bar and status "Needs Input". A red circle highlights a macro button in the top right corner. Below the search bar is a table of active problems:

Type	Name	ICD-10	Managed By	Last Assessed	Lock
Chronic					
	Chronic kidney disease, stage 3 to stage 5	N18.3	+	30 Jun 2017	Maguire, Jose
	Diabetes	E11.9		30 Jun 2017	Maguire, Jose
	Hypertension	I10		22 Jun 2017	Parita, Utsab
	Thoracic outlet syndrome	G54.0		22 Jun 2017	Parita, Utsab
	Warts	E07.9		29 Jun 2017	Crooks, Christ
Acute					

A Manage Macros box will appear for you to begin creating. Click Create.



The screenshot shows a "Manage Macros" dialog box with a table of macros. The "Create" button at the bottom left is circled in red.

Identifier	Equation Text	Description	Owner	IsActive
normalfm	The exam showed normal external female genitalia s...	Normal-Female Genitalia Exam	Loungton, Amanda	

Macros

The screenshot shows the 'Create New Macro' dialog box with the following fields and callouts:

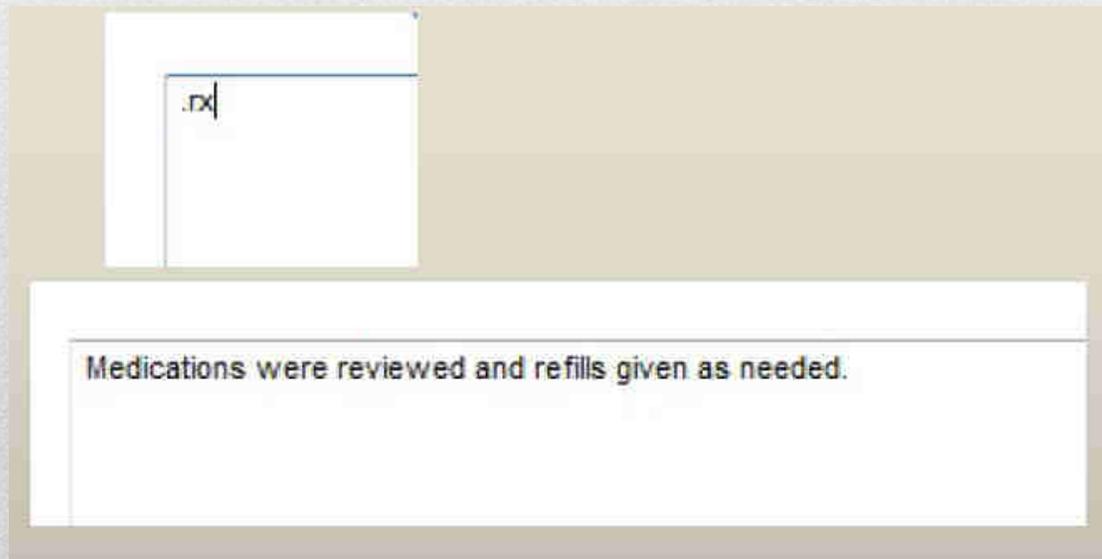
- Owner:** Livingston, Amanda (Callout 1)
- Shortcut:** rx (Callout 1) Alphanumeric only (Callout 2)
- Description:** Med review/refill (Callout 2)
- Text Area:** Medications were reviewed and refills given as needed. (Callout 3)

Buttons at the bottom include: Verify Merge Fields, Spell Check, Show Merge Fields, Save, and Cancel.

- 1. Shortcut** will allow you to put in your short phrase for your macro.
- 2. Description** will explain what the macro is for.
- 3.** Information placed into the text field will be distributed in the area your macro is placed.

Macros

- Save your macro.
- The new macro will be added to your Manage Macros list.
- From this window, you can Create, Edit, and Inactivate.
- They are not easily removed from the system.
- To use, just type whatever your shortcut name is wherever you want your macro to populate. Then click the enter key on your keyboard.

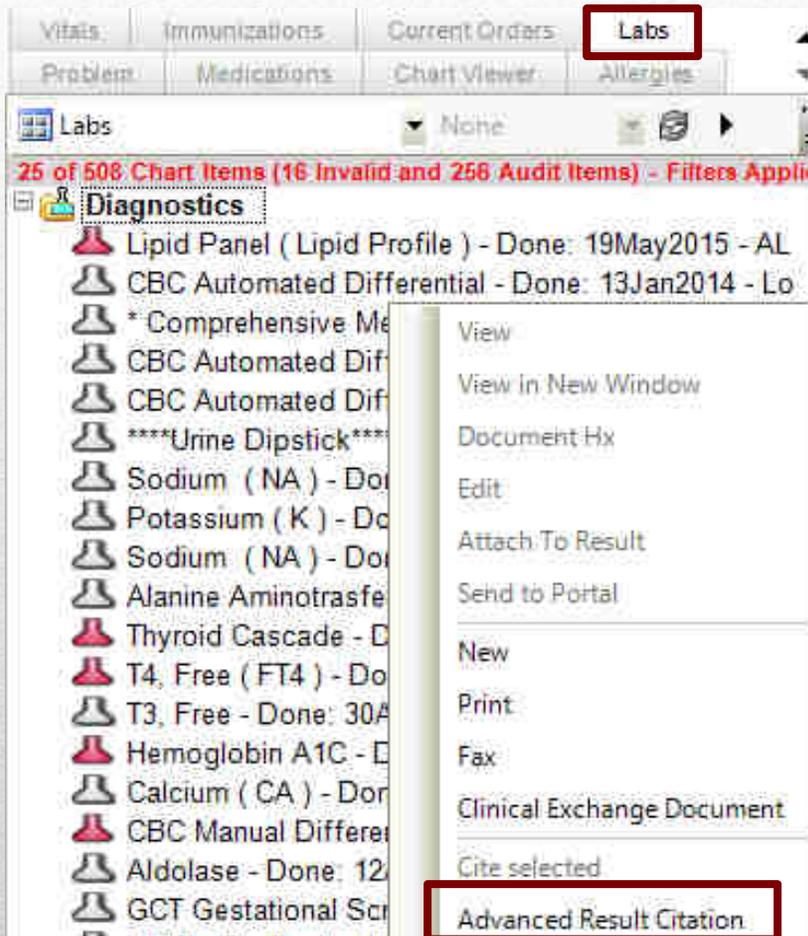


Documenting Quickly AND Accurately

Using the above-mentioned shortcuts (Copy & Paste/Copy Forward/All Normal & Previous History Buttons/Macros) are acceptable shortcuts to completing your notes; HOWEVER, be aware that it is important, when using these options that you update the information so that it reflects the current visit.

According to the Office of Inspector General: Copy-pasting, also known as cloning, enables users to select information from one source and replicate it in another location. When doctors, nurses, or other clinicians copy-paste information but fail to update it or ensure accuracy, inaccurate information may enter the patient's medical record and inappropriate charges may be billed to patients and third-party health care payers. Furthermore, inappropriate copy-pasting could facilitate attempts to inflate claims and duplicate or create fraudulent claims.

Manually Pulling in Labs



The Results/Data section is set to pull in the last month's worth of labs. You can, however, pull in any previously resulted lab.

1. Click on the **Labs** tab in the Clinical Desktop section
2. Right-click anywhere in the section and choose **Advanced Result Citation**
3. Check the boxes next to the labs you want to pull into the note. Click OK.

Carbon Copy

The screenshot displays a medical software interface. On the left, a navigation pane lists various note types under 'RESULTS/DATA' and 'Assessment'. The main window shows a patient's assessment with a table of conditions and their values. Below the table, there are buttons for 'Output Template' and 'CC'. The 'CC' button is highlighted with a red box. At the bottom right, a 'Save' button is also highlighted with a red box.

Condition	Value 1	Value 2	Value 3	Date	Provider
Hypertension	401.9	I10		16Jun2015	Log
Hyperglycemia	790.29	R73.9		16Jun2015	Log
Unassessed					
Abnormal findings on prenatal...	796.5	Q28.9	Briggs, Monaco	18Apr2014	Brig
Accumulation disease of the...	495.8	J67.8		18Apr2014	Brig
Alcohol Dependence...	303.90			15Apr2014	Garl
Chronic pain	338.29	G89.29		16Apr2014	Garl
Diabetes mellitus	250.00	E11.9		16Apr2014	Lo
Drug-induced Gout Of Shoulder	274.02			27Jan2014	Gre
Health Maintenance	V70.0	Z00.00		16Apr2014	Lo
Female dyspareunia	625.0	N94.1	Logan, Jennifer (Internal...	11Apr2014	Lo

You can easily send a carbon copy of your note to a referring/consulting provider.

1. Once you are done with your note, click the **Save** button, to save the final changes.
2. Then, click the **CC** button in the lower left-hand corner.

Tips:

1. You MUST hit the Save button, or you will not be able to click the Carbon Copy icon.
2. Make sure you click the CC button next to the note type you want to send (i.e., don't accidentally click the button next to the Return to Work letter, if you want to send the office note)

Carbon Copy, cont.

Carbon Copies

TEST, JANET 60 YO F DOB: 12Jul1954 Appointment 06/09/2015

Established

Likely Recipients Manual

- CLARITY MD (QETSU) GREG,(Review Task)
Type:
Destination: N/A
Address: N/A
Specialty: Not Specified.

Patient Care Team

	Care Team Member	Role	Relationship	Specialty
<input type="checkbox"/>	JONES FNP, TREVOR			
<input type="checkbox"/>	Garland, Bridget	Care Giver	Daughter	She i
<input type="checkbox"/>	KIMBROUGH MD...			Ophthalmology
<input checked="" type="checkbox"/>	CLARITY MD (QETSU),...			
<input type="checkbox"/>	Jones, Tracy	Care Giver	Cousin	Party

Edit Delete Resubmit Advanced Printing Add Patient AdHoc Show

OK Cancel

1. If your office is populating the **Patient Care Team** section, the patient's other providers will be available in this section. Check the box next to the correct provider.
 2. Click OK and sign the note. As soon as the note is finalized, a fax (or task for internal providers) will be sent.
-

Carbon Copy - Searching

The screenshot shows the 'Carbon Copies' application window. At the top, it displays 'TEST, JANET 60 YO F DOB: 12Jul1954' and 'Appointment 06/09/2015'. The 'Acute' tab is selected. On the left, the 'Referring Provider - BERTOTTI MD,MARIAN(Fax)' details are shown, including type, destination, address, and specialty. On the right, the 'Manual' tab is active, showing a search box with 'Bertotti' entered and a dropdown menu set to 'Both'. Below this is a table with columns for Name, Role, and LinkedProvidername. The table contains one entry: BERTOTTI MD,MARIAN, Referring Provider. At the bottom, there are buttons for 'Edit', 'Delete', 'Resubmit', 'Advanced Printing', 'Add Patient', 'AdHoc', 'OK', and 'Cancel'.

Name	Role	LinkedProvidername
<input checked="" type="checkbox"/> BERTOTTI MD,MARIAN	Referring Provider	

If the doctor is NOT available in the Patient CareTeam section:

1. Click the Manual tab
2. Search by last name. Enter (or click binoculars)
3. Check the box next to the provider's name.
4. Click OK and sign note.

Quick Appointments Icon

The screenshot shows a medical software interface. In the top toolbar, a calendar icon is highlighted with a red box. Below it, a 'Quick Appointments' window is open for patient 'TEST, JANET 60 YO F DOB: 12Jul1954'. The window displays a table of 'Patient Appointments' with the following data:

Appt Date	Status	Provider
06/09/2015 02:00 PM	Arr	ALLSCRIPTS, Provider
05/22/2015 08:30 AM	Arr	ALLSCRIPTS, Provider
07/29/2014 01:30 PM	Arr	ALLSCRIPTS, Provider
06/26/2014 10:30 AM	Arr	ALLSCRIPTS, Provider
06/25/2014 03:00 PM	Arr	ALLSCRIPTS, Provider
06/25/2014 08:45 AM	Arr	ALLSCRIPTS, Provider
06/17/2014 02:30 PM	Arr	ALLSCRIPTS, Provider
05/23/2014 01:30 PM	Arr	ALLSCRIPTS, Provider
05/15/2014 09:00 AM	Arr	ALLSCRIPTS, Provider
04/26/2014 09:00 AM	Pen	ALLSCRIPTS, Midlevel Pro...
04/24/2014 09:00 AM	Pen	ALLSCRIPTS, Midlevel Pro...
04/23/2014 09:00 AM	Pen	ALLSCRIPTS, Midlevel Pro...
04/22/2014 09:00 AM	Pen	ALLSCRIPTS, Midlevel Pro...
04/21/2014 09:30 AM	Pen	ALLSCRIPTS, Resident
04/21/2014 09:00 AM	Pen	ALLSCRIPTS, Provider
04/18/2014 02:00 PM	Arr	Jernigan, Thomas

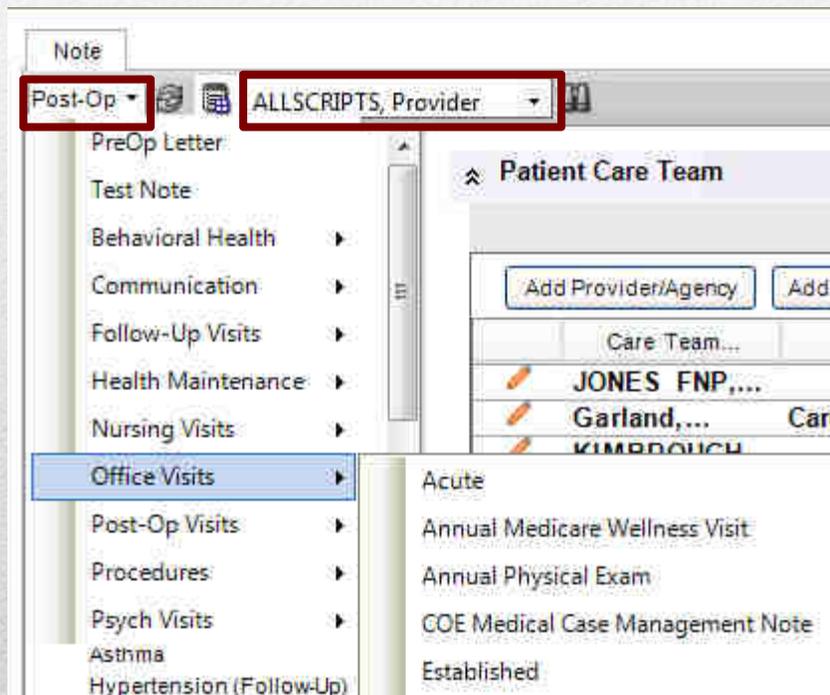
On the left side of the interface, a 'Patient Care Team' list is visible, including 'JONES FNP, ...', 'Garland, ...', 'KIMBROUGH...', 'CLARITY MD...', and 'Jones, Tracy'. A 'Quick Appointments' icon in the top toolbar is highlighted with a red box.

Have you ever been in the chart and wanted to know when the patient's next appointment is scheduled? Or if they are already scheduled to see another provider?

The Quick Appointments icon will open their appointments screen.

Changing Note Type & Owner

Changing Note Type: If the note has not yet been saved, you can change the note type. (You will lose whatever has been typed in the note)

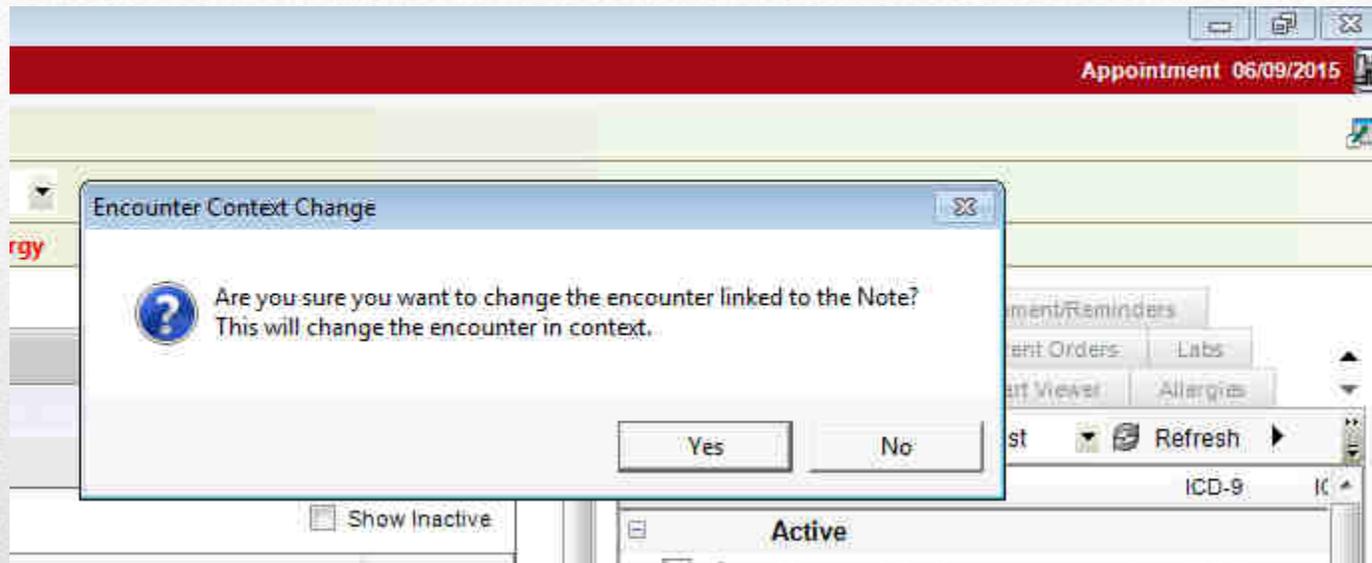


Changing Owner: You can also change the owner (even after it has been saved).

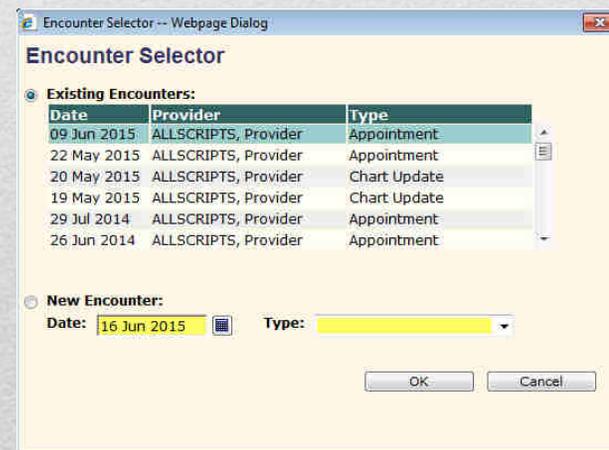
If the note has been saved, the note will need to be invalidated. The attending providers have the security rights to do this; or you can call the Help Desk/send a task to Allscripts Help.

If you have already documented in the note, the information can be copied forward BEFORE it is invalidated.

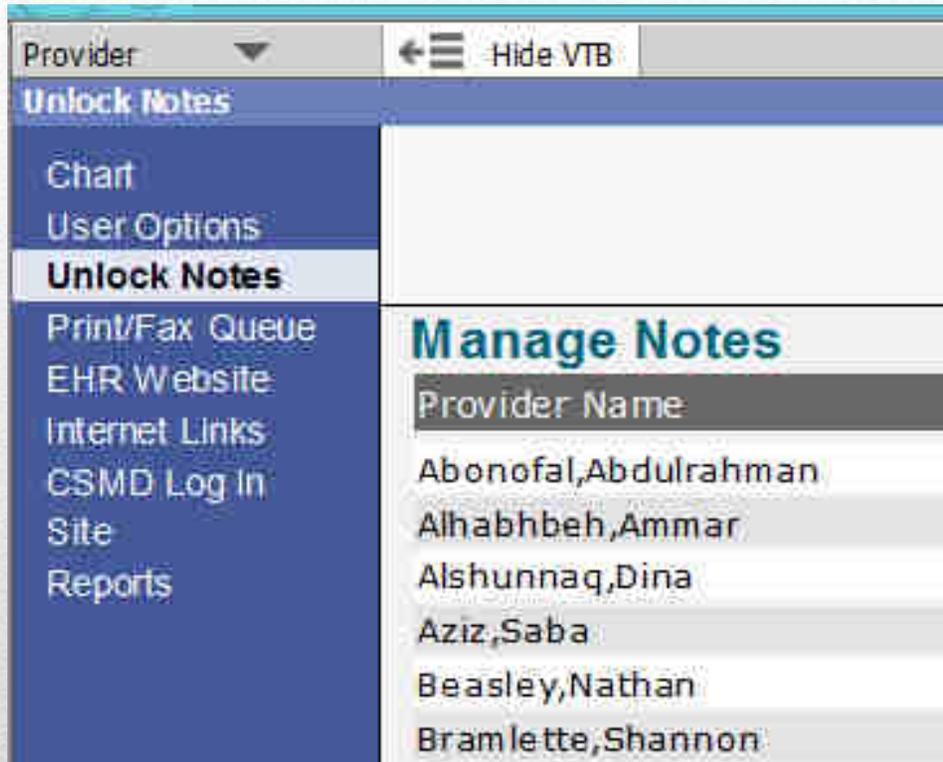
Changing Note Date



If the note is automatically linked to the wrong date, you can change the date by clicking the binoculars in the upper right-hand corner. Click Yes, and when the Encounter Selector box comes up, choose the correct date. Click OK.

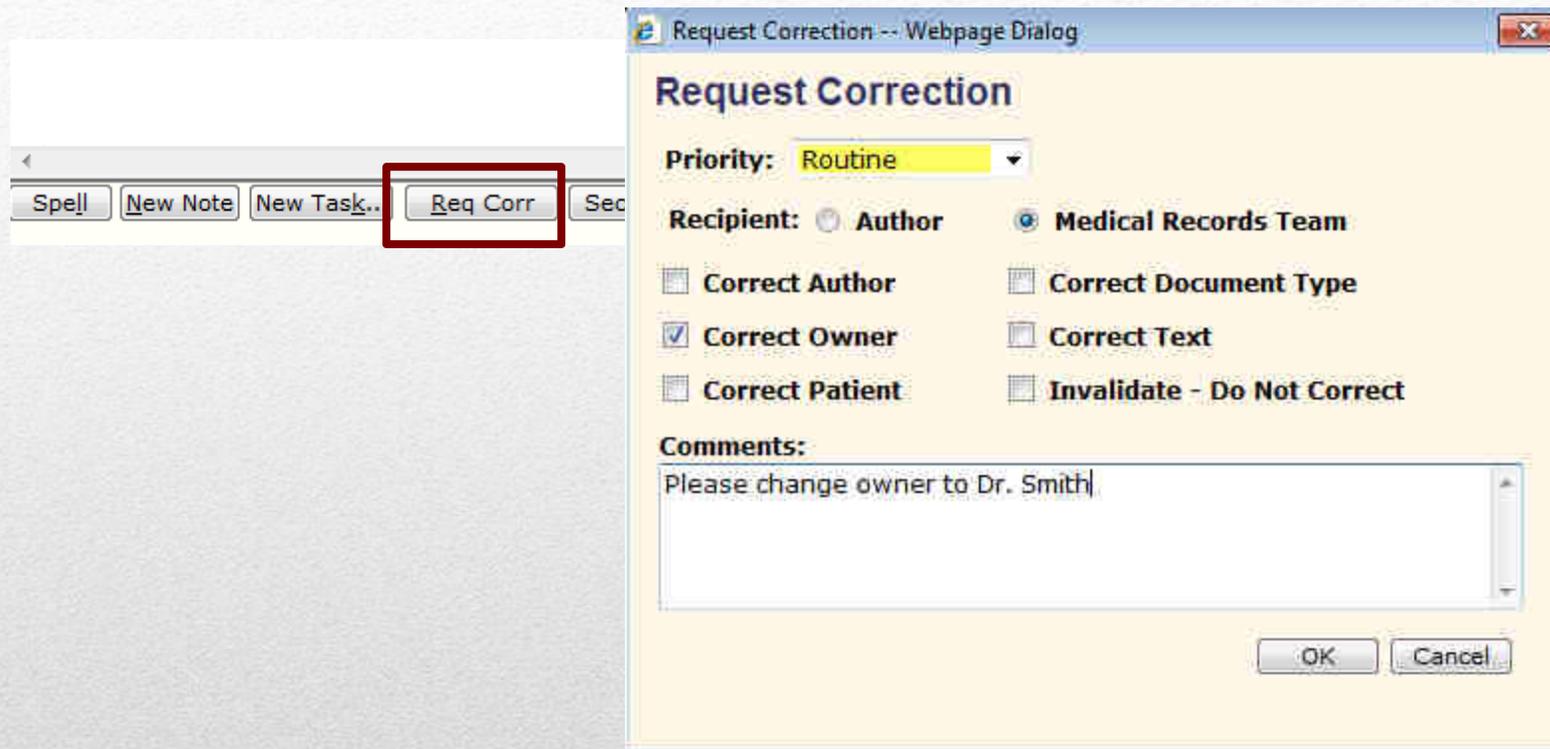


Unlock Notes



Providers have the ability to unlock notes. Click on the Unlock Notes link on the Vertical Toolbar, find the correct note, and click Unlock Note.

Invalidating/Correct Unstructured Notes



To invalidate or request correction for an unstructured note, click the **Req Corr** button at the bottom of the note, and tell us what you want us to do with the note. Once you click OK, it goes to a task list that we monitor. We will make the requested corrections within a day or two. If the note has been signed, we can not add additional text, but we can change the owner, patient, date of service.
