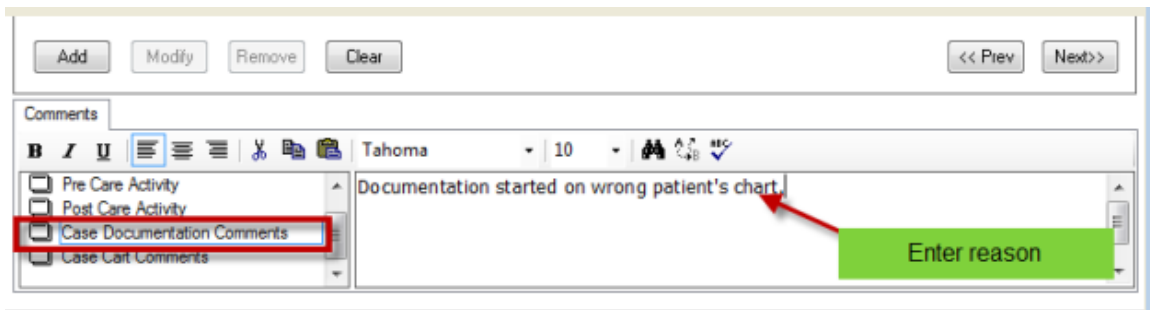# Correcting Charting Errors

Charting Has Occurred on Wrong Patient <u>Before</u> Finalization

If this has occurred, and the case has not been finalized yet, follow these steps to terminate the documentation.

1. Highlight any segment, select Case Documentation Comment, and enter a comment as to why the document is being terminated.


2. From within the Perioperative Doc tab, click on the 'Document' menu and select 'Terminate' from the drop-down
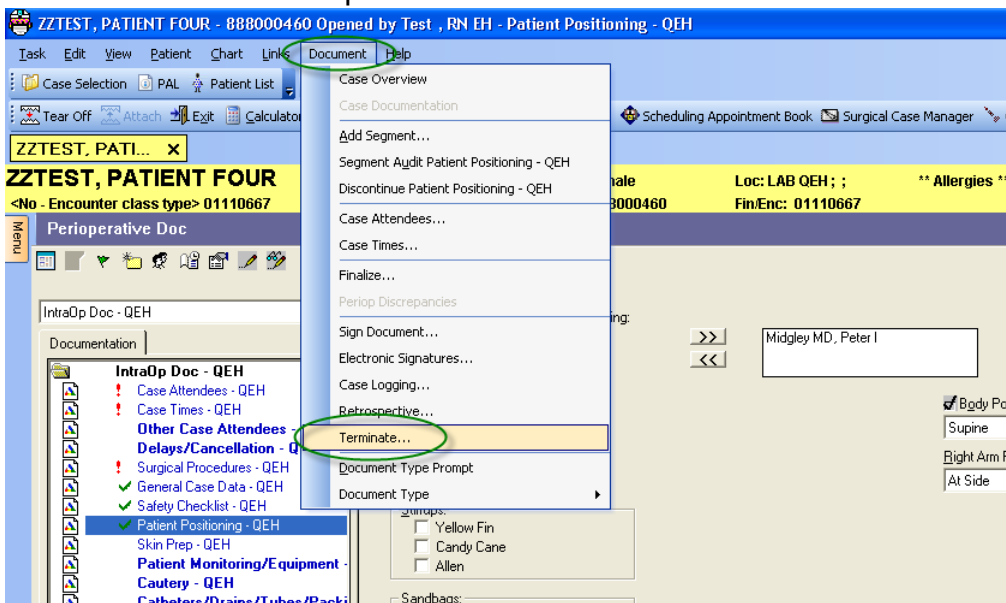
3. A Terminate Document window will open.

4. Select the best reason from the list available. Ignore the 'Charge Options' section (just ensure 'Postpone charges for this document' is selected by default.
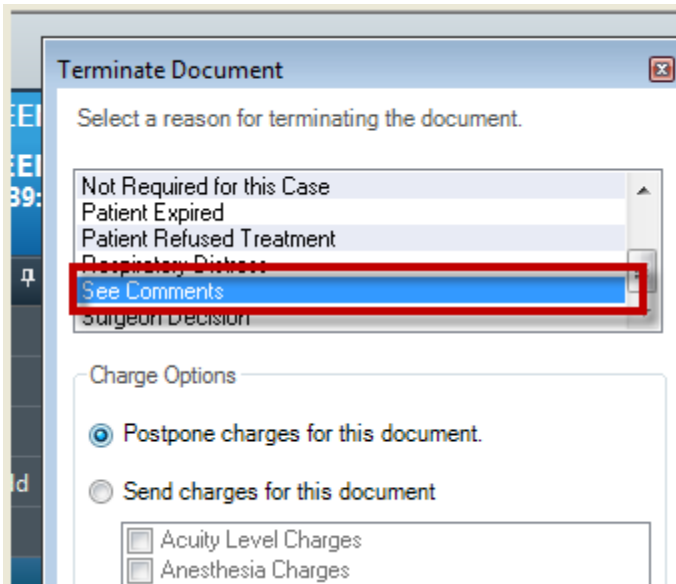
5. Click OK.

6. A Confirm Termination window will appear. Click Yes if you are certain you want to end documentation for this patient and case.
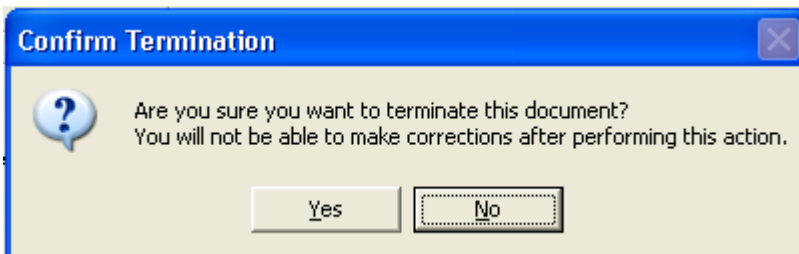
7. Initially, it will appear that nothing has happened. However, when you review the segments, you will notice fields are greyed-out and are no longer available for charting.

Fields become 'greyed-out' and are not available for charting

NOTE: If the patient you began charting on is actually booked for another surgery (i.e. you accidentally opened the wrong chart from the Case Selection tab), you will have to have a scheduling clerk re-book the case. This is required because once a document is terminated, the current case as it exists cannot be documented on until it is rebooked