Adding an Addendum to a Document

If a signed (Verified) document requires changes, an addendum must be added.

- 1. Select the document from the Documents tab.
- 2. Right-click anywhere in the body of the document and select "Modify".
- 3. The document will open in another window and have an addendum at the bottom.

QEHTHREE, PTMD5					🔶 List 🔿 🖀 Recent 🗸 MRN	- 9
OEHTHREE, PTMD5 Inpatient [2018-Aug-22 08:15:00 Violent/Aggressive:	- <no -="" date="" discharge="">]</no>	Age:73 years DOB:1946-Jun-23	Sex:Male MRN:029000212	Loc:Unit 3 QEH: 306: 1 ** Allergies **	ARO:MRSA RESUS:Do Not Resuscitate	
Menu 9	K > • 🔒 Docume	ents			💭 Full screen 🚔 Print	2 0 minutes age
Patient Summary	12 2 C X 13					
Discharge Summary						
Transfusion Summary Report			: 12 out of 12 documents are accessible. (a	All Documents)		
Orders 🕂 Add	D Admission/Discharge	D. Patient called writer to bedside at 1455,	Patient states " I feel like r	my heart is racing and my		*
Overview	Discharge Summa	A. Patient able to raise both arms equally, N	o facial droop, patient denies	any pain radiating up		1
Results Review	- 2020-Jan-25 1	into neck. Vital signs checked, Pulse 76 left arm 106/72 Left arm 110/70 Respiration 22 and	radial; Apical pulse 110 both slightly labored. 02 Saturation	pulses regular. B/P right		
Problems and Diagnoses	2020-Jan-25 0	per nasal prongs. ECG completed at 1500. Dr.	O'Hare notified of change in pa	Add Ctrl+N		
Histories	Diagnostic Imaging	R. Patient stated at 1510 that " my heart is	not racing anymore but my should	Powervote 1 Case demant		
Assessments	Physician Paper Docu	no complaints of pain radiating and no facial checking with him every 15 -20 minutes also	drooping noted. Writer advised instructed patient to use call	Scanner Donnertier		
18.0	Physician Surgical Do	in the way he feels. Pariant resting neacefully in hed at this tim		Filter In Error Documents		
Documents	Progress Notes	element in the	-	Extende		
Form Browser	2020-Jan-25 0	Electronically Authenticated By: Test, CPOE P	hysician, MD	Sion		
MAR Summary	E Physician Progres	Date and Time: 28-Jan-20 02:33 PM		Review		
MAR	2020-Jan-27 1	Result type: Physician Progress Note		In Error		
Medlin de Add	2020-Jan-25 0	Result date: 2020-Jan-28 14:32 Result status: Auth (Verified)		Madili		
Allasoias de Add	Nutrition Services Do	Result title: Assessment Reformed By Tast, CDOE Division MD on 2020.	Jan 29 14 23	Correct		
Palesence Test Presser		Verified by: Test, CPOE Physician, MD on 2020-	Jan-28 14:33	Mail Merge		
Patiant Schedule	A Lama A	Encounter info: 2900000388, QEH, Inpatient, 2018-A	kug-22 -	View Imane		
Patient Schedule				Forward		
Patient and	By type			Print Document(s)		
	By status	Right-Click	anywhere in	History		
	🔘 By date	the body of	your verified	Chara Taolhar		
	O Performed by	document, t	hen click			
	O By encounter	-Modify.		Import		
	↓ ♠			Export		-12
				Insert Auto Text		

To make corrections:

1. Highlight mistaken entry



- 1. Select the "Strikeout "icon.
- 2. In the "Insert Addendum Here" field enter correct data
- 3. "Sign" the document
- 4. The error will remain but will be crossed out in red to indicate an error.

