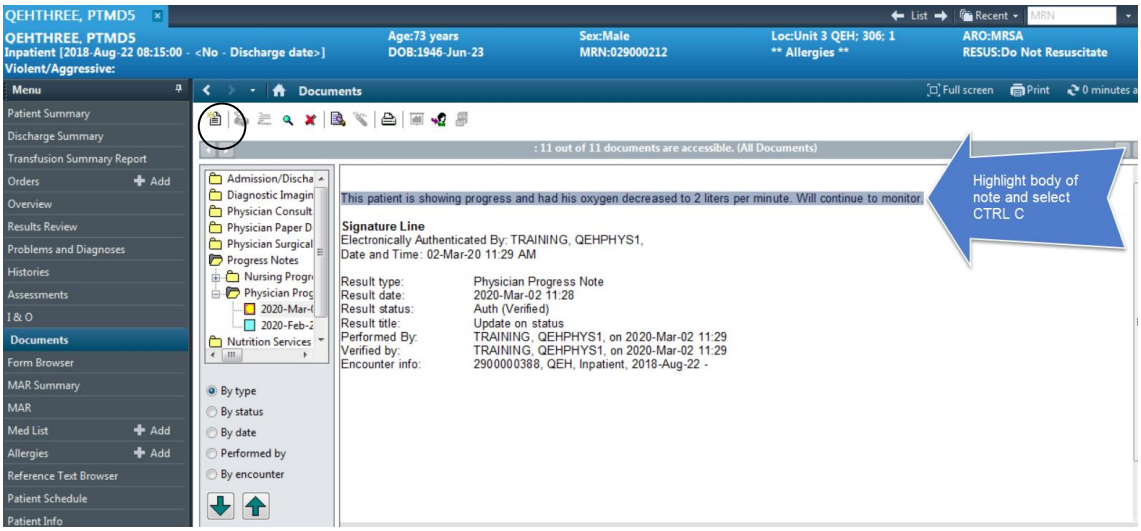
Re-Foldering of Documents

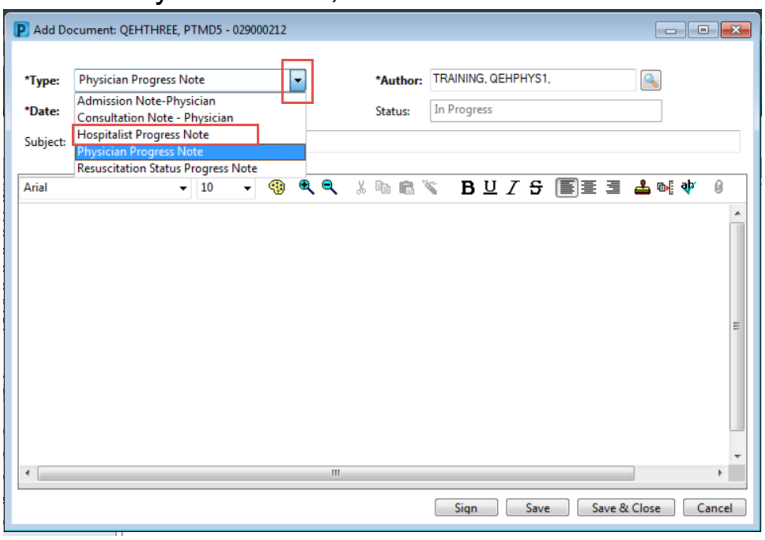
If a document is accidentally placed into the wrong folder, follow these steps.

For example, if a “Physician Progress Note” was entered, but was it supposed to be a “Hospitalist Progress Note”,

1. Go into the initial progress note and highlight the body of the note,
2. Select CTRL C.

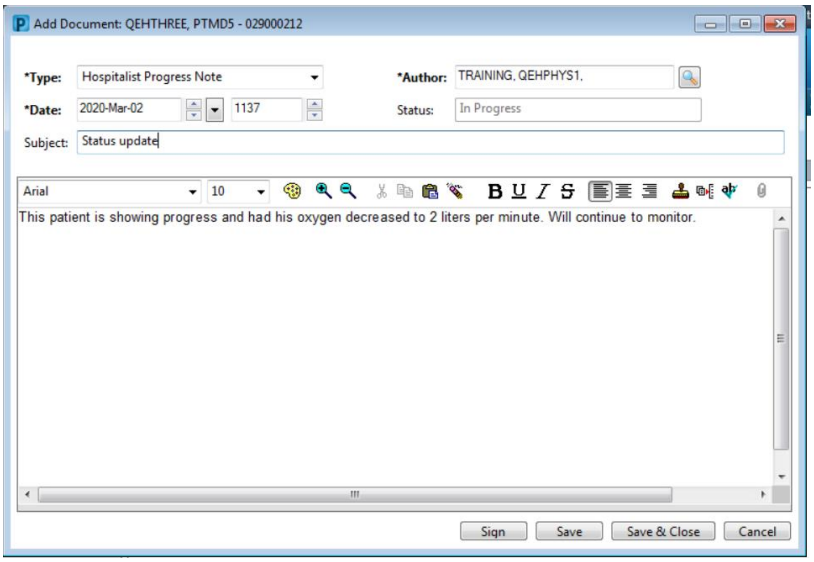


3. Open a new document
4. Right-click anywhere on the right side of the screen and select “Add”,
5. or Select the yellow paper icon.
6. When the new note opens, select the appropriate note from the dropdown list.
7. In the body of the note, click “CTRL V”.

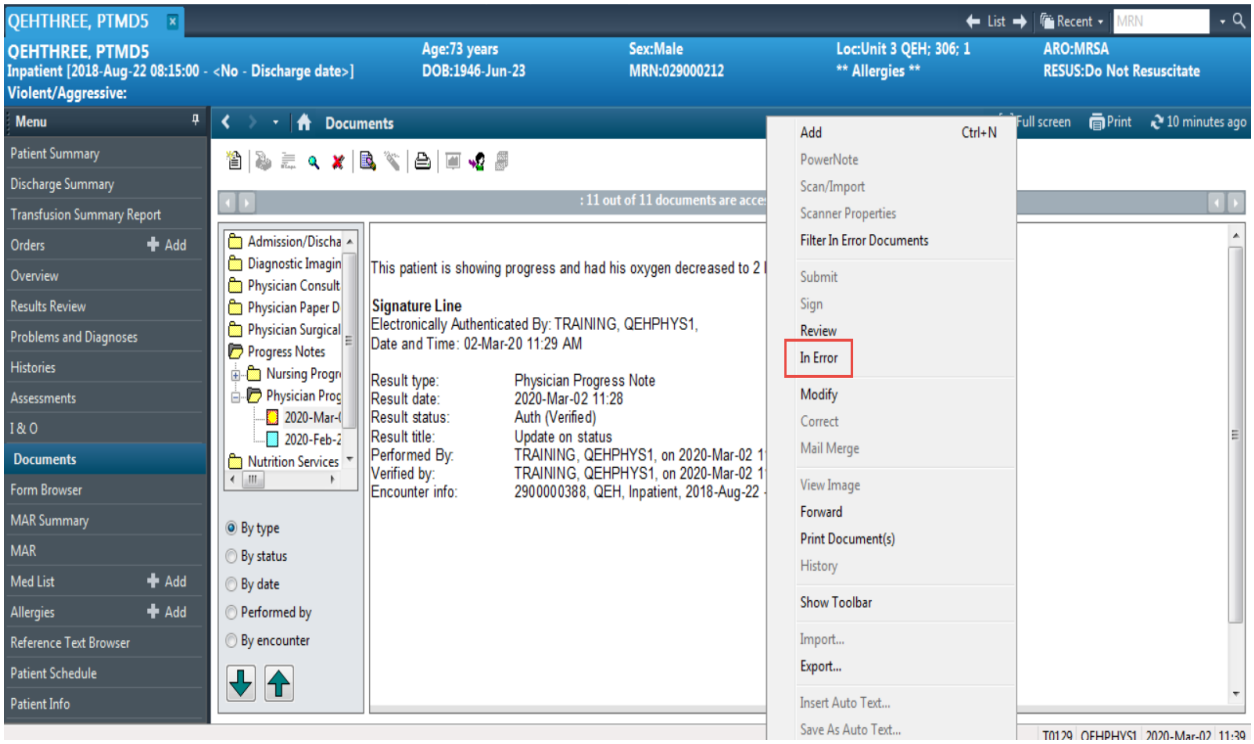


8. Previous text will transcribe into your new note.

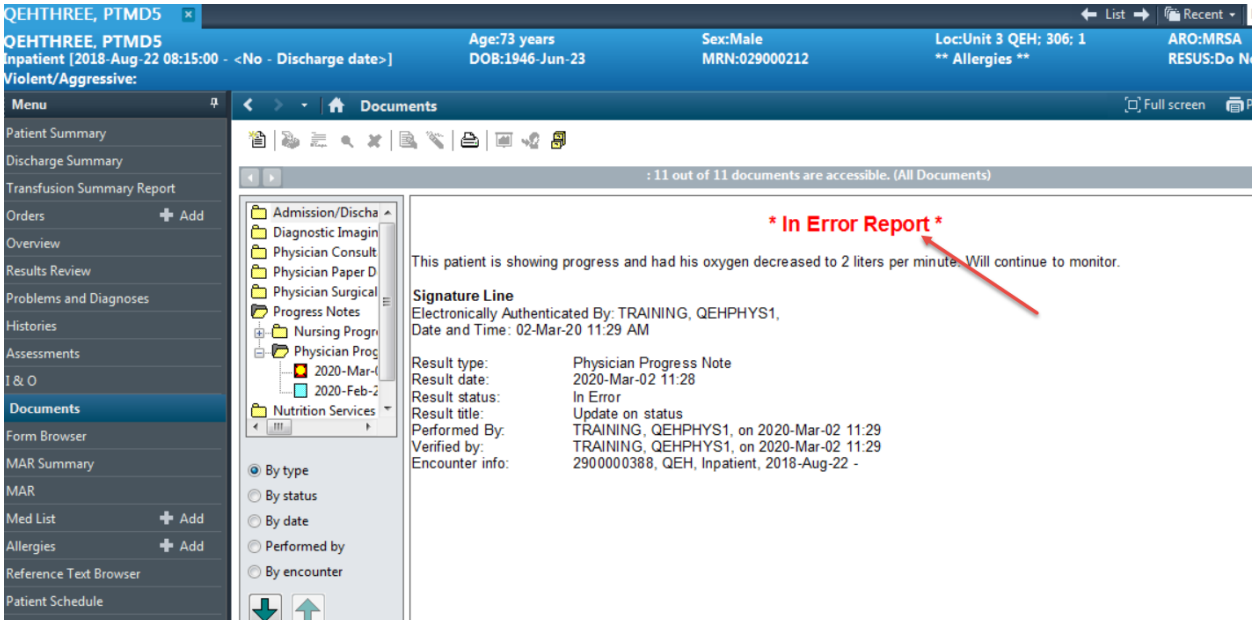
9. Sign the new note, and it will folder appropriately.



10. Open the original note
11. Right-click and select “In-Error”.
12. A box will appear asking for the reason for In-Erroring the document.
13. Enter the reason and click “OK”.



The incorrect document will remain on the chart as an “In-Error Report”


QEHTHREE, PTMD5
List
Recent
QEHTHREE, PTMD5
Age:73 years
Sex:Male
Loc:Unit 3 QEH; 306; 1
ARO:MRSA
Inpatient [2018-Aug-22 08:15:00 - <No - Discharge date>]
DOB:1946-Jun-23
MRN:029000212
** Allergies **
Violent/Aggressive:
Menu
Patient Summary
Discharge Summary
Transfusion Summary Report
Orders
Add
Overview
Results Review
Problems and Diagnoses
Histories
Assessments
I & O
Documents
Form Browser
MAR Summary
MAR
Med List
Add
Allergies
Add
Reference Text Browser
Patient Schedule
Documents
Full screen
: 11 out of 11 documents are accessible. (All Documents)
Admission/Discha
Diagnostic Imagin
Physician Consult
Physician Paper D
Physician Surgical
Progress Notes
Nursing Progr
Physician Prog
2020-Mar-(
2020-Feb-2
Nutrition Services
By type
By status
By date
Performed by
By encounter
* In Error Report *
This patient is showing progress and had his oxygen decreased to 2 liters per minute. Will continue to monitor.
Signature Line
Electronically Authenticated By: TRAINING, QEHPHYS1,
Date and Time: 02-Mar-20 11:29 AM
Result type: Physician Progress Note
Result date: 2020-Mar-02 11:28
Result status: In Error
Result title: Update on status
Performed By: TRAINING, QEHPHYS1, on 2020-Mar-02 11:29
Verified by: TRAINING, QEHPHYS1, on 2020-Mar-02 11:29
Encounter info: 2900000388, QEH, Inpatient, 2018-Aug-22 -