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".

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8. Previous text will transcribe into your new note. Physician Training – Re-Foldering of Documents (June 2024) 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".

QEHTHREE, PTMD5 🛛 🛛					🗕 🕂 List	🔶 🖉 Rece	ent 👻 MRN	• Q
QEHTHREE, 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; 30 ** Allergies **	6; 1	ARO:M RESUS	/IRSA ::Do Not R	esuscitate
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The incorrect document will remain on the chart as an "In-Error Report"

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