Re-Foldering of Documents

There are times when documents get accidentally placed into the wrong folder. This can be easily fixed by following these steps.

For example, if a "Physician Progress Note" was entered, but was supposed to be a "Hospitalist Progress Note", you have to go into the initial progress notes and highlight the body of the note, then select CTRL C.



Next, open a new document by right-clicking anywhere on the right side of the screen and select "Add", or select the yellow paper icon. When the new note opens, then select the appropriate note you intended to write using the drop down section.

P Add Do	cument: QEHTHR	REE, PT	'MD5 -	02900	0212												-		x
*Type: *Date: Subject:	Physician Progre Admission Note- Consultation Not Hospitalist Progr	ess Not Physic te - Ph ress Not	te cian iysician ite			•			*Author Status:	: TR	Progre	G, QEH ess	PHYS	l.					
Arial	Resuscitation Sta	itus Pro	ogress 10	Note T	•	•	٩	X	þ	M	в	<u>U</u>	7 5		E 3	4	© ∙[<	\$	0
																			. III
•																			w F
											Sign		Sav	e 🗌	Save 8	l Clos	e	Car	ncel

Next, in the body of the note, click CTRL V and your previous body will transcribe into your new note. Once finished, sign your new note, and it will folder appropriately.

Type:	Hospitalist Prog	gress N	ote			1	•		*Au	thor:	TRA	INING.	QEHP	HYS1.			9			
Date:	2020-Mar-02		•	1137			*		Stat	us:	In Pr	rogress	s]		
ubject:	Status update																			
rial		•	10	•	•	•	Q	٩	X 🗈	1		ВĽ	JZ	S		E 3	4	6 4	r G	Ì
is patie	ent is showing r	oroare		nd ha	1.1															
	in is showing (progre	33 d	inu na	id h	IS OX	yger	decr	reased t	o 2 lit	ers p	er min	ute. \	Will c	ontinue	to mo	onitor.			ſ
	and is showing	progre	33 0		id h	IS OX	yger	decr	reased t	o 2 lit	ers p	er min	ute. \	Will c	ontinue	to mo	onitor.			
		progre	33 0	inu na	id h	IS OX	yger	decr	reased t	o 2 lit	ers p	er min	ute. \	/Vill c	ontinue	e to mo	onitor.			
	and is showing	progre	33 8		id h	IS OX	yger	Idecr	reased t	o 2 lit	ers p	er min	iute. 1	Will c	ontinue	e to mo	onitor.			
	and is showing	progre	33 0	inu na	id h	IS OX	yger	Idecr	reased t	o 2 lit	ers p	er min	rute. 1	Will c	ontinue	e to mo	onitor.			
	in is showing	progre	33 0	inu na	id h	IS OX	yger	Idecr	reased t	o 2 lit	ers p	er min	ute. 1	Will c	ontinue	e to mo	onitor.			
	in is showing	progre	33 d		id h	IS OX	yger	decr	reased t	o 2 lit	ers p	er min	ute. 1	Will c	ontinue	e to mo	onitor.			

Lastly, you need to go back to your original note and "In-Error" your note. Find your note, then right-click and select "In-Error". There will be a box appear asking for a comment as to why you are in-erroring a document. Enter reason and click ok.



This final step will In-Error your original note, however, it will remain on the patients chart as an "In-Error" note.

