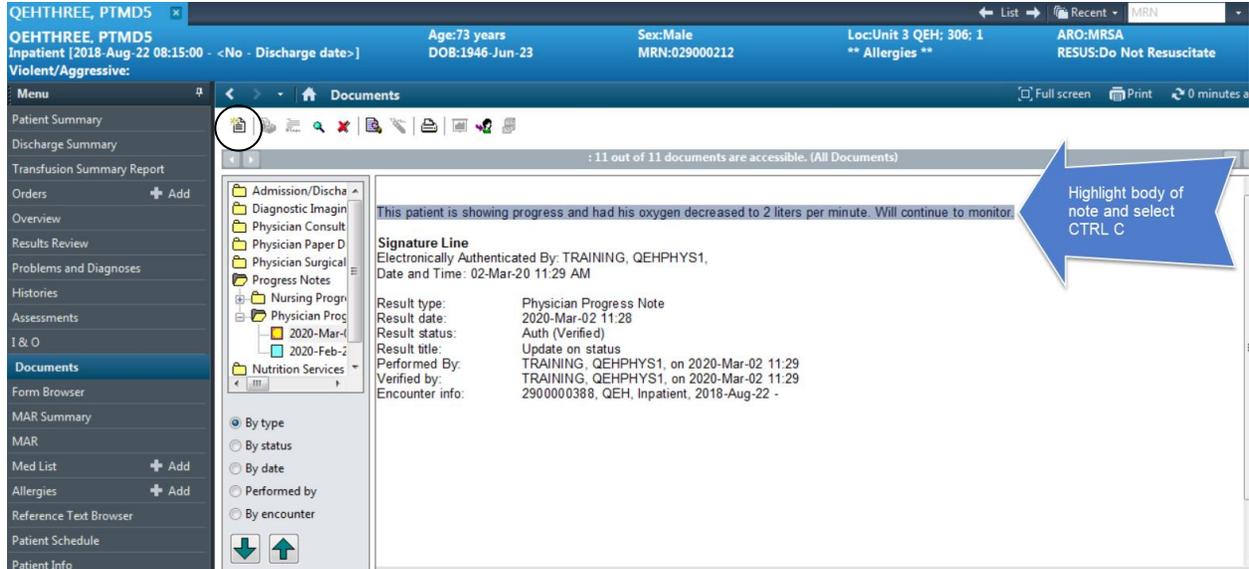


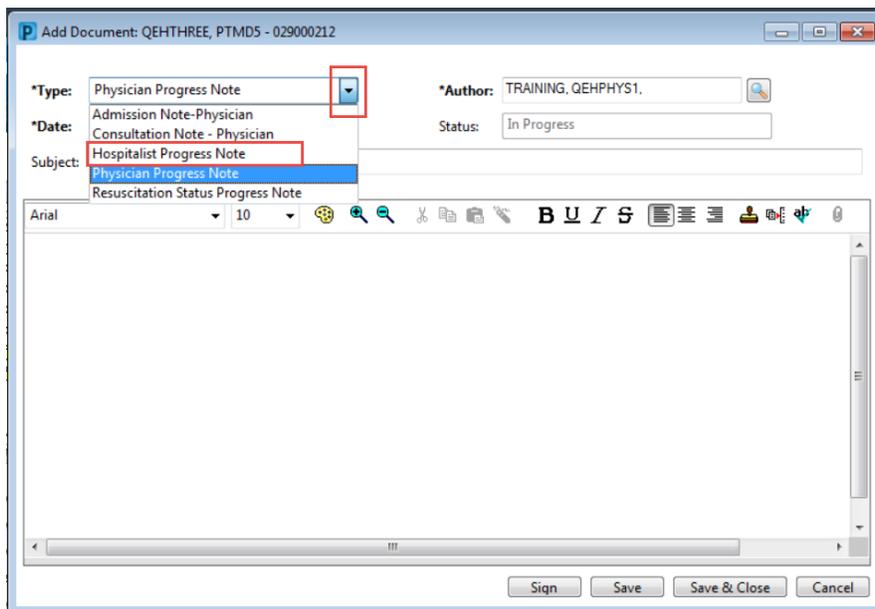
# Re-Foldering of Documents

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

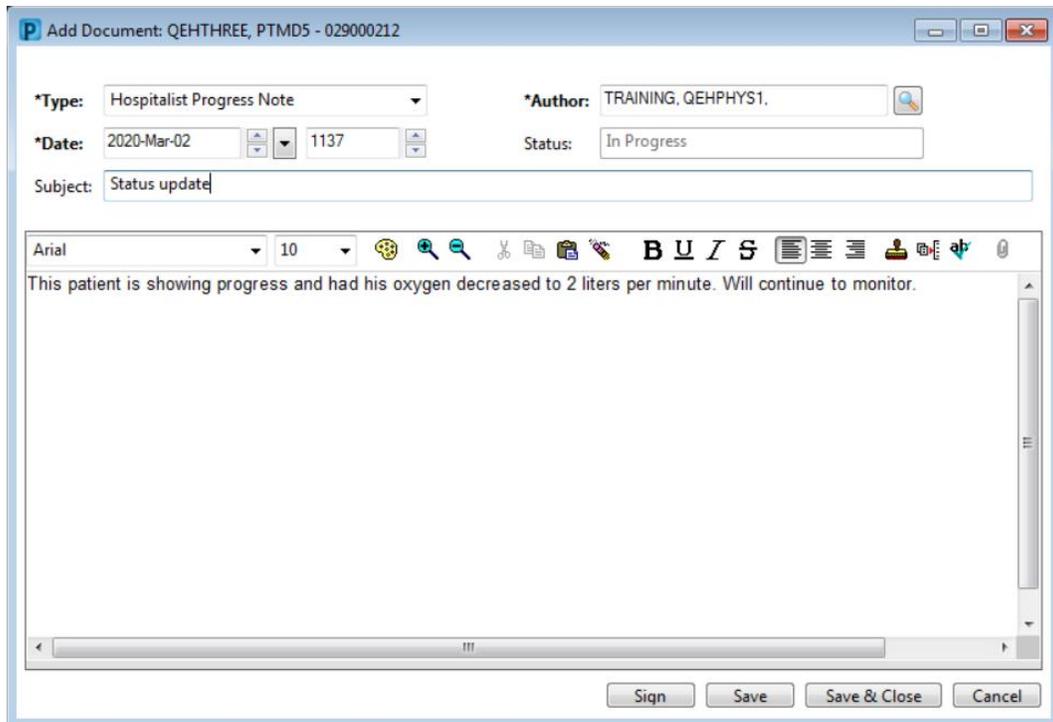
For example, if a “Physician Progress Note” was entered, but was supposed to be a “Hospitalist Progress Note”, you have to go into the initial progress notes and highlight the body of the note, then select CTRL C.



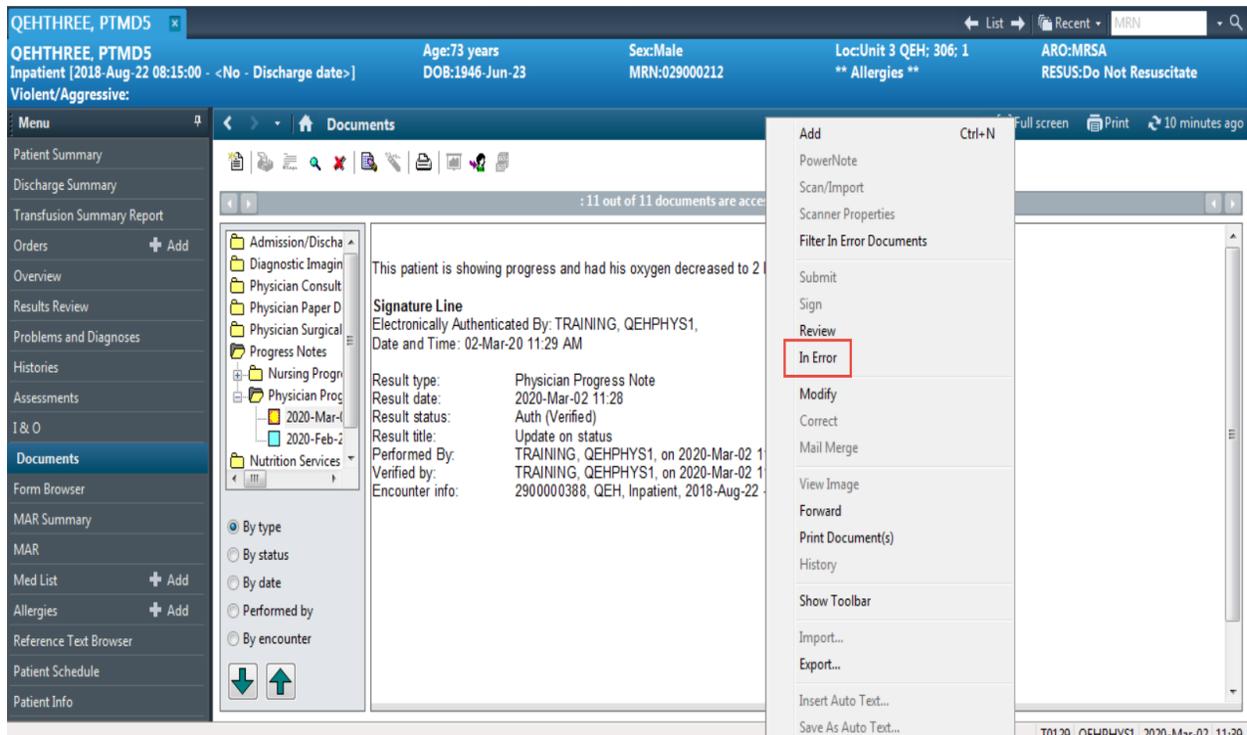
Next, open a new document by right-clicking anywhere on the right side of the screen and select “Add”, or select the yellow paper icon. When the new note opens, then select the appropriate note you intended to write using the drop down section.



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.



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.

