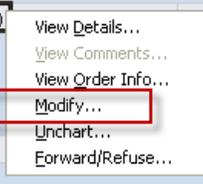# Modifying a Charted Task

Note: Only the provider who has charted the medication administration can modify the task.

1. Right-click on the charted result and select **"Modify"** from the options.

2. The charting window will open and the necessary modifications can be made.

3. Comments can be entered by clicking the **"Comment"** button.

4. Click the green check mark ✔ to complete the administration documentation.

5. The modified result is displayed. Modified results are preceded by ⟨(c)⟩.

If the date or time of an intervention that will generate a follow up task (PRN response task) has been modified, the **"Proposed Modifications"** dialog box is displayed, stating that the system has proposed a new date and time for the PRN Response to be charted based on the modified date and time:
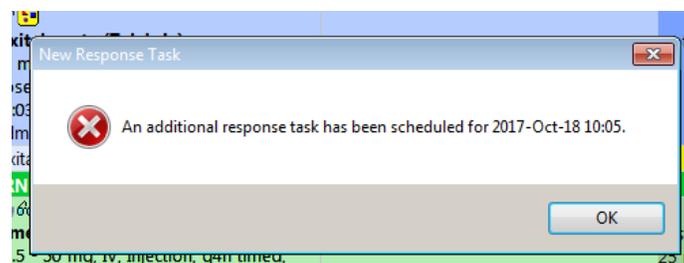
1. If the proposed date and time are appropriate, single-click on the proposed change to highlight it and then click **"OK".**

2. The task for charting the PRN response appears in the new date and time cell.

3. Right click choose Option "Not Done". Choose reason of Task Duplication