

Editing/Appending Patient Documentation

To add/edit patient documentation.

Process**Append your Note**

1. For a finalized document that additional documentation is needed, search and select Append Document
2. Identify the form that you want to append and add information to

The screenshot displays the 'Append Document' interface. On the left sidebar, there is a green 'Append Document' button and a blue 'Submit' button. Below these are several icons for document management. The main content area is titled 'Form Type' and features a dropdown menu with the following options: ACE, Ack of Financial Responsibility, Ack of Privacy Notice, Advance Directive, Aftercare Plan, App for Financial Assistance, Authorization for Release of Info, and BPS Review. Below the dropdown is an 'Entity' search field and a 'From Date' field with calendar icons. A 'List of Documents' section is visible, followed by a 'Display Document' button. At the bottom, there is a large text area labeled 'New Comments to Be Appended to the Original Document'.

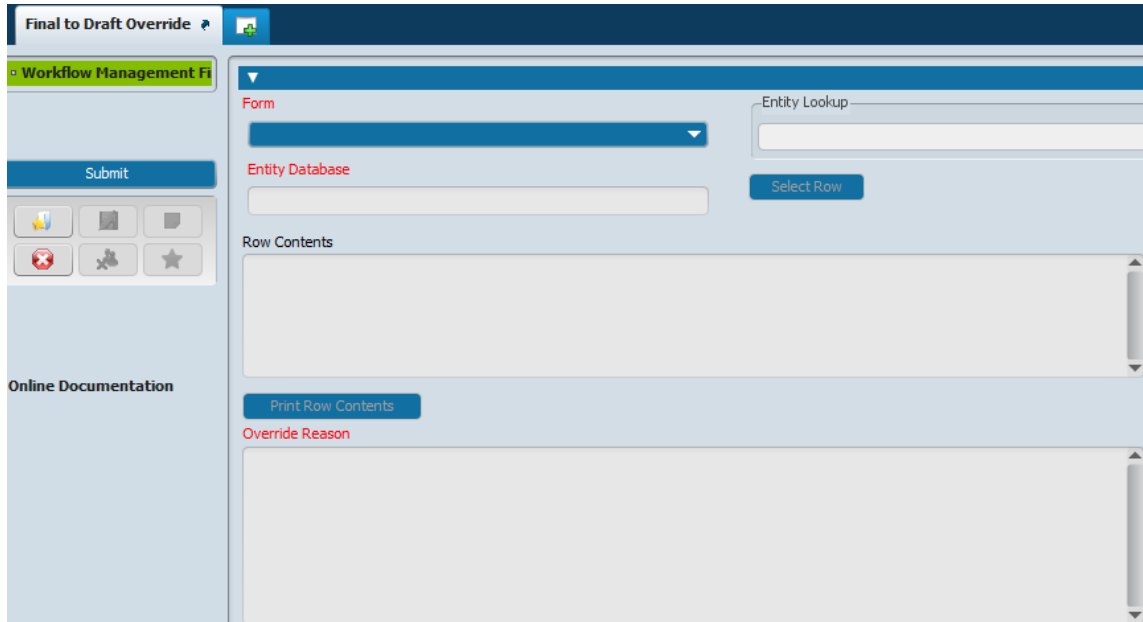
3. Under entity, search for the individual's last name and adjust search date
4. Document additional notes in New Comments to be appended field and click submit. Appended notes will appear the original document.

Editing your Note

1. To edit a finalized document, contact your supervisor

Editing/Appending Patient Documentation

2. Supervisor will use Final to Draft Override form to select the form and search for the document



- 3. This moves the document to draft and will appear in original creator's My To Do's.
- 4. Individual will make edits and save document as final. All progress notes or other assessments associated with a billable charge needs to be communicated to Billing.