

Correctional Managed HealthCare Electronic Medical Record Standard Operating Procedure

Creating an Addendum Note

As of September 2012, users no longer have the ability to modify a signed Note Builder document. If additions/changes are needed regarding a previously signed note, the user will need to create the Addendum Note. This process should start with the original note from the patient's Chart and the Addendum note should be attached to the original document.

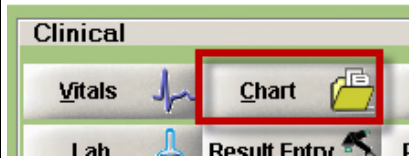
An Addendum should be completed within 24 hours of the original document.

1. Search and select the correct patient from the Roster screen being sure they are Registered to the facility.

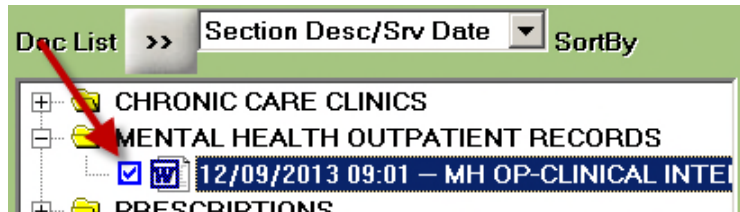
| | | | | | | | | | | |
|-----------------------|-------------|------|--------|------|-------|--------------------|----------------------------|------------|------------|-------|
| Last Name: | First Name: | MRN: | Reg #: | 1050 | | | | | | |
| Patient Lookup | | | | | | | | | | |
| Photo | Status | Last | First | MI | Reg # | Admitting Provider | Department | Room Bed | DOB | SID # |
| | | XCO | SALLY | | 1050 | UNKNOWN,UNKNOWN | DATA CONVERSION DEPARTMENT | CONV CN | 05/01/1990 | |

NOTE: It is not necessary that the patient be Checked-In, but they must be Registered to the facility. (the Status column is blank).

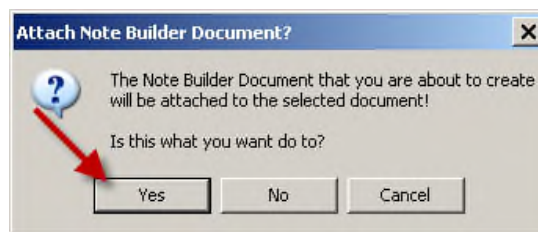
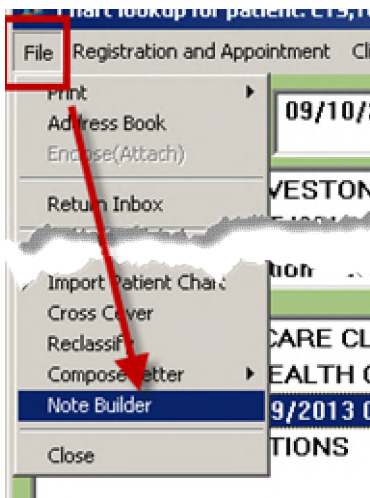
2. Click on CHART in the Clinical section.



3. Select the **original document** by clicking on the blue box, making sure a check mark appears in the box.

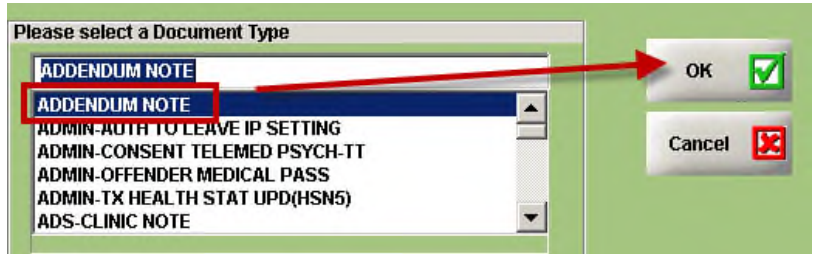


4. Click on FILE in the Menu bar then click on NOTE BUILDER. Click YES on the Attach Note Builder Document window.



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5. Select ADDENDUM NOTE from the list and click OK or double click the note to open it.



6. At the beginning of the document, enter the reason for the Addendum note then complete the documentation.

**CORRECTIONAL MANAGED CARE
ADDENDUM NOTE**

NAME: CTS, YU TDCJ #: 2025 DATE/TIME: 12/09/2013 15:09
FACILITY: CTS TRAINING (Z2)

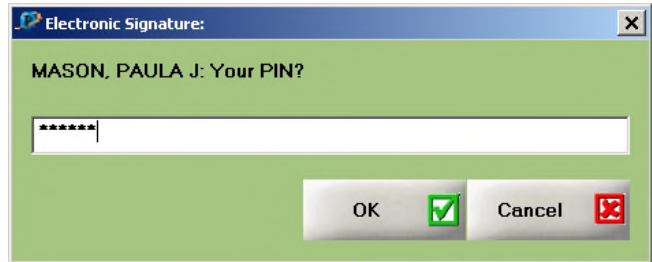
For MH OP therapy note dated 12/9/2013

Add name/date of note to which the Addendum applies

7. Click **Finish Signed**.



8. Enter your PIN to complete the addendum.



9. The Addendum Note will be listed in the chart as its own note type and original note will show the attachment, as shown below.

