

Correctional Managed HealthCare Electronic Health 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: 2025				
Patient Lookup				Blank Status column = Registered	Unfinished Document			
?	ient ID	Status	Last	First	MI	MRN	Admitting Provider	Department
1			CTS	YU		2025	UNKNOWN,UNKNOWN	DATA CONVERSION DEPARTMENT

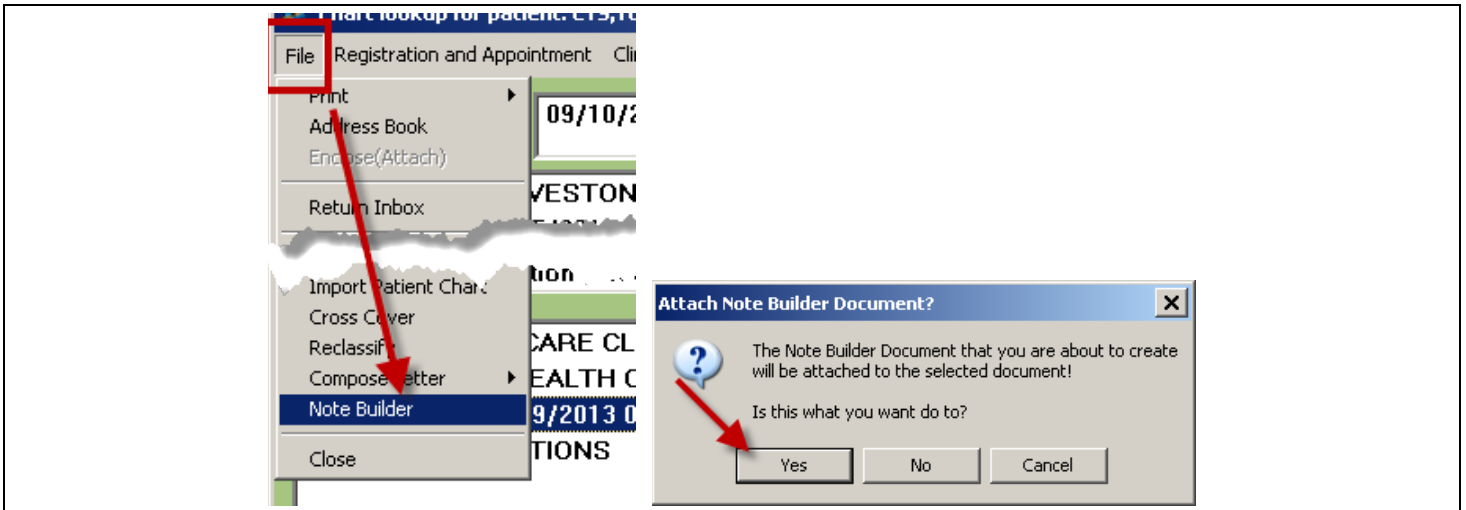
NOTE: It is not necessary that the patient be Checked-In, but they **must** be Registered to the facility. (the Status column is blank).

2. Click on CHART in the Clinical section.

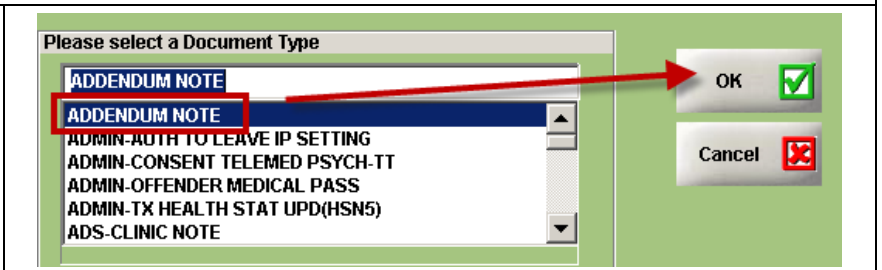
3. Select the **original document** by clicking on the blue box, making sure a check mark appears in the box.

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)

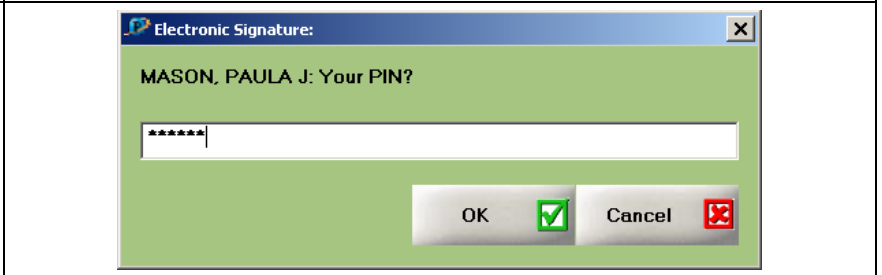
For MH OP therapy note dated 12/9/2013

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.

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The screenshot displays a file explorer interface with two main folders: "ADDENDUM NOTES" and "MENTAL HEALTH OUTPATIENT RECORDS".

- Under "ADDENDUM NOTES", there is one file: "12/09/13 15:09 - ADDENDUM NOTE".
- Under "MENTAL HEALTH OUTPATIENT RECORDS", there are two files:
 - "12/09/13 14:38 - MH OP-INDIVIDUAL"
 - "12/09/13 15:09 - ADDENDUM NO"

Callouts:

- A red callout box on the left points to the "ADDENDUM NOTES" folder with the text: "No attachment will be on Addendum".
- A red callout box on the right points to the "12/09/13 15:09 - ADDENDUM NO" file with the text: "Original Note with Addendum attached".