

Panorama Tips & Tricks #32 IOM

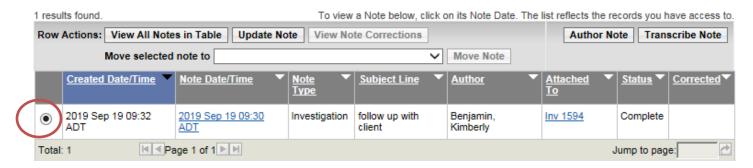


There are times that a note may have been entered in error. This may include situations like:

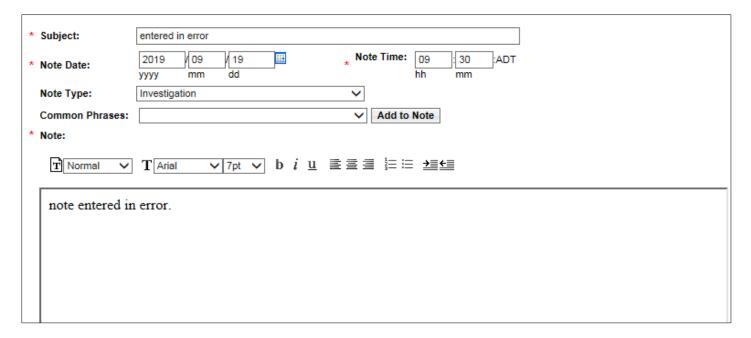
- Correct client but incorrect information
- Information inputted on the incorrect client (see comment below regarding Personal Health Information)

To Delete a Note you would follow these steps:

Go to the Notes section and click on the radio button next to the note you wish to delete. Once you do this, the Update Note button is enabled.- click Update Note



When the note opens, you can change the Subject to "Entered in Error" and delete the contents of the note. You can then add a note to say "Note entered in error" and click Note Complete.



Your note will then be changed. To view any corrections click the View Note Corrections tab and you will see your corrections.



Panorama Tips & Tricks #32 **IOM**



The note was successfully saved.

Note is associated with Investigation ID 1594

Note ID: 428

Status: Complete Author: Benjamin, Kimberly Note Date: 2019 Sep 19 09:30 ADT

NS_IMMS_IOM_NURSE Completed Date: Role:

Note Type: Investigation entered in error Subject:

note entered in error.

Correct Note View Note Corrections Close

2019 Sep 19

Correction #1:

Corrector: Benjamin, Kimberly Correction Date: 2019 Sep 19 09:36 ADT

Note Date: 2019 Sep 19 Note Time: 09:30

Note Type: Investigation

Subject: follow up with cliententered in error

Note:

Spoke to clientnote entered in error. Very argumentative and refuses to answer questions

Addional steps- Personal Health Information:

In the event you enter personal health information on another client in a note, you can submit an IT Assyst Ticket to have that note removed by application support. Be sure to include the client ID, Investigation ID and the Note Date and Time and Subject title you want to have removed.