

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

1 results found. To view a Note below, click on its Note Date. The list reflects the records you have access to.

Row	Actions	Created Date/Time	Note Date/Time	Note Type	Subject Line	Author	Attached To	Status	Corrected
1	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	2019 Sep 19 09:32 ADT	2019 Sep 19 09:30 ADT	Investigation	follow up with client	Benjamin, Kimberly	Inv 1594	Complete	

Total: 1 Page 1 of 1 Jump to page:

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.

* **Subject:**

* **Note Date:** / / **Note Time:** :

yyyy mm dd hh mm

Note Type:

Common Phrases:

* **Note:**

note entered in error.

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

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
Role:	NS_IMMS_IOM_NURSE	Completed Date:	2019 Sep 19
Note Type:	Investigation		
Subject:	entered in error		

note entered in error.

Correct Note

View Note Corrections

Close

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 client~~ entered in error

Note:

~~Spoke to client~~ note entered in error. ~~Very argumentative and refuses to answer questions~~

Additional 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.