

# Charting Errors and/or Omissions

Highlights	Policy Statement
<p>Striking Out a Progress Note</p> <p>Changing Information</p> <p>Late Entries</p> <p>Signing Corrected Entries</p>	<p>Accurate medical records shall be maintained by this facility.</p> <p style="text-align: center;"><b>Policy Interpretation and Implementation</b></p> <ol style="list-style-type: none"> <li>1. If an error is made while recording the data in the medical record, utilize the “Strike Out” capability of Point Click Care. You can strike out a progress note created erroneously by using the Strike Out button in the Progress Notes module of the resident chart.</li> <li>2. In the Progress Notes module, click the view link that appears to the left of the progress note that you want to strike out.</li> <li>3. In the View Progress Note pop-up, click the Strike Out button to strike out the note. When you click the button, the Strike Out Progress Note pop-up is displayed. The Strike Out button can be viewed only by the user who created the progress note. The system will not display this button for other users.</li> <li>4. In the Strike Out Progress Note pop-up, select an appropriate reason from the Reason for Strike Out drop-down box.</li> <li>5. After you select the reason, click the Strike Out button to strike out the note.</li> <li>6. You will be redirected to the Progress Notes module where the note will be displayed in a chronological order. Horizontal lines will appear through the text to indicate that the note was struck from the record. In addition, the reason for striking out the progress note will also be displayed.</li> <li>7. If it is necessary to change or add information in the resident’s medical record, it shall be completed by means of an addendum and signed and dated by the person making such change or addition.</li> <li>8. Late entries in the medical record shall be dated at the time of entry and noted as a “late entry.”</li> <li>9. All corrections, changes, or addenda must be signed and dated by the person making such entries.</li> </ol>
<b>References</b>	
<b>Policy Revised</b>	Date: <u>3-1-2022</u>