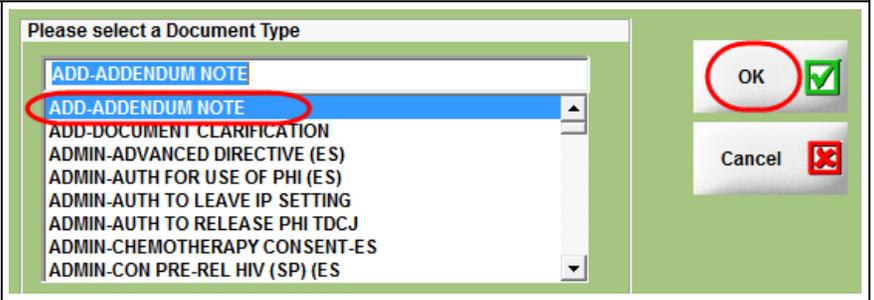
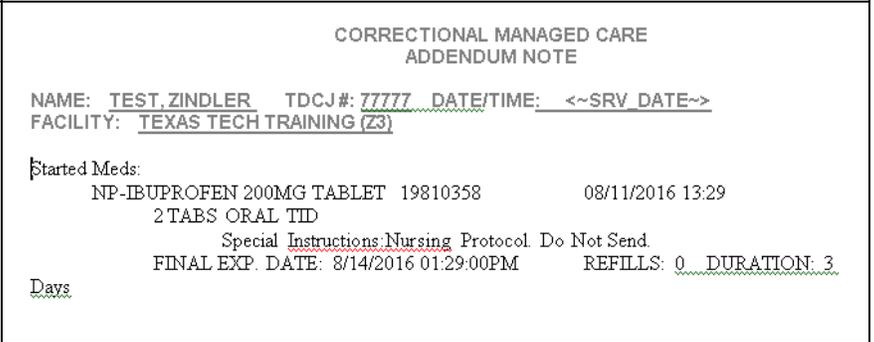
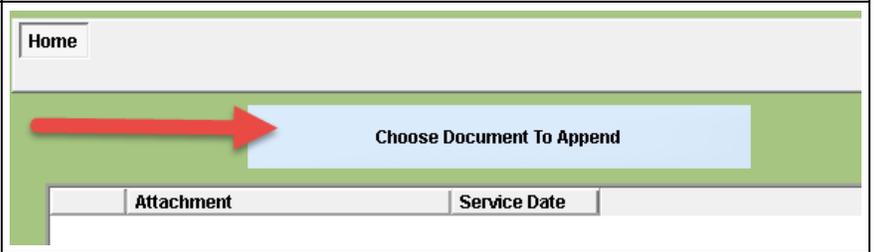
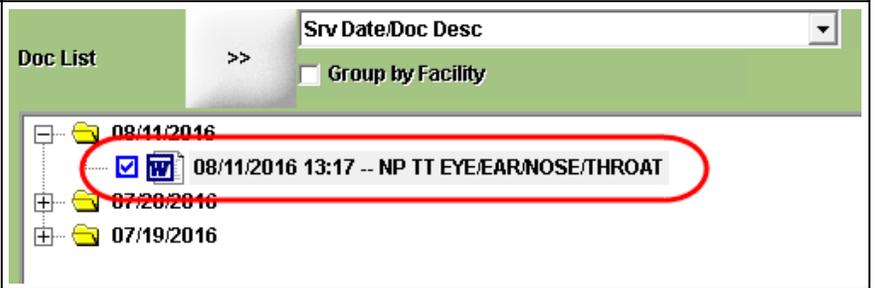
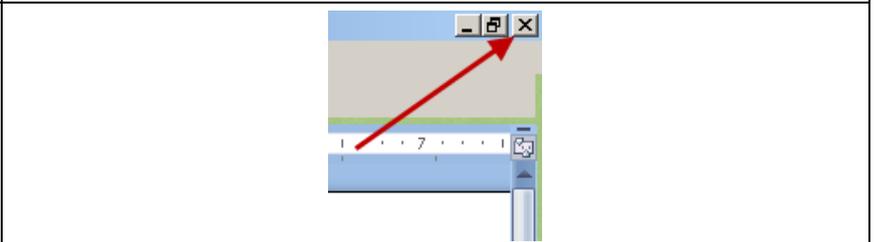


## Correctional Managed HealthCare Electronic Medical Record Standard Operating Procedure

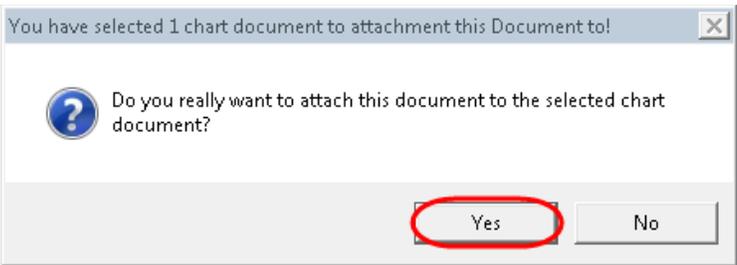
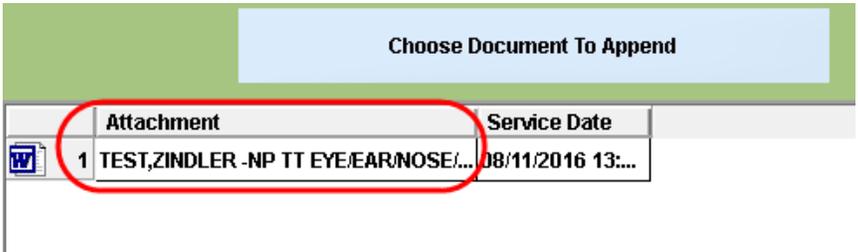
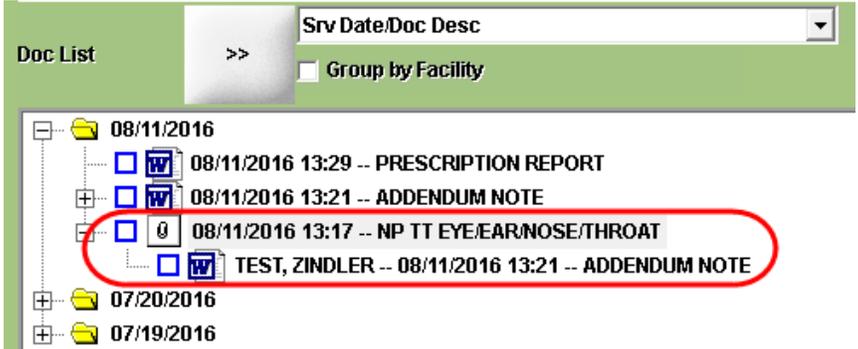
### Creating an Addendum Note

If additions/changes or deletions are needed regarding a previously signed note, the user will need to create the Addendum Note through the Note Builder module and attach the original document.

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

|   |  |
|---|--|
| <p>1. Select the <b>Add-Addendum Note</b> document type from Note Builder. Click <b>OK</b>.</p>   |    |
| <p>2. Make additions/changes or deletions as needed.</p>  |   |
| <p>3. Click the <b>“Choose Document to Append”</b> button on the left side of the screen. The chart will automatically open.</p>                      |  |
| <p>4. Select the original document from the chart by clicking on the blue check box to left of that document as indicated by the blue check mark.</p> |  |
| <p>5. Exit the Chart by clicking on the <b>“X”</b> in the top right corner.</p>   |  |

## Correctional Managed HealthCare Electronic Medical Record Standard Operating Procedure

|   |  |
|---|--|
| <p>6. Click <b>Yes</b> to confirm that the selected document is to be attached.</p>   |    |
| <p>7. The original note selected will be listed as an attachment.</p>   |    |
| <p>8. Click <b>Finished Signed</b> and enter your PIN.</p>  |    |
| <p>9. In the Chart, the Addendum will be attached to the original note builder document. The Addendum Note will be filed to the Addendum Note Chart Section.</p>  |  |
| <p><b>NOTE: If an incorrect document is chosen and it needs to be removed from the queue, double-click on the document name. Click Yes to remove the document, and repeat the process to choose the correct note.</b></p> |  |