



7.1 DOCUMENTATION AND CORRECTING ERRORS

- ✓ **Documentation Errors (paper version)** – If you make an error, you must draw a ***SINGLE line*** through the error, write the word **error**, put your ***initials/date*** next to the error. Include the ***reason for the error***. If you do not have enough room, you can write the reason on the back of data or include an attached sheet with the reason. Do **NOT** under any circumstances scribble on the documentation or use white out. The inaccurate information must still be legible.

The 1, 2, 3's of Documentation Errors in a paper record

#1 Draw a single line through the error. The inaccurate information must still be legible.

#2 Put your initials/date next to the error.

#3 Include the reason for the error.

- ✓ **Electronic Documentation Errors (within the EHR system)** – If you make an error on your electronic data, you must document within the “Other Comment” box of your ISP Data why you had to update your electronic data (i.e. corrections were needing to be made).

[Click Here to View the Do's and Don'ts of Documentation](#)

[Click Here to View the Documentation Musts](#)

[Click Here to View the Documentation Procedures](#)

WE MAKE THE DIFFERENCE