

Identity: Send Scanned Documents for Correction

Scanned documents can be viewed from various activities in Epic such as Chart Review tabs, Media Manager and OnBase patient window. If you find a scanned document that needs correction of any type it can be sent for Document corrections.

How it Works



1. Bring up the document which requires corrections.
2. Click the **Add Correction** button in the Image Viewer window.



3. This will launch an e-form where the user can indicate the reasons for submitting the document into the Document Corrections Workflow.

Note: The Correction Request Form will sometimes open behind the document.

- A. **Requestor name** and **Phone #** are required fields. Request can also be marked as Urgent.
- B. & C. **Requested Corrections:**
 - If MRN, CSN or Order # needs fixing, check the appropriate checkbox and provide the correct values if available.

- Check items that need to be fixed for the document image and/or doc type if applicable.
- D. Enter any additional information that will help the document correction process.
- E. Click **Save**.

Document Correction Request

Submission Information
You are required to enter your Full Name and direct Phone #.

Requestor

Phone #

Urgent ☐

Requested Corrections
Please indicate the correction required. You must select SAVE for the request to be submitted. If you did not intend to submit for correction, please press CANCEL.

Current MRN ☐ Fix MRN New MRN

Current CSN ☐ Fix CSN New CSN

Current Order # ☐ Fix Order # New Order #

☐ Fix Doc Type ☐ Fix Page Order

☐ Fix Orientation ☐ Split

☐ Delete Pages ☐ Other

Test

Save **Cancel**

Annotations: A points to the Phone # field; B points to the correction checkboxes; C points to the Other checkbox; D points to the Test field; E points to the Save button.

4. A note will be placed automatically on the document indicating that it has been submitted for corrections.

HCC - Document Corrections Requested - 2/22/2024
LFERGUSON 2/22/2024 2:29:49 PM

This document is currently undergoing healthcare corrections.

- Any other user looking at the document will see that the document is undergoing correction.

Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	Deepal Parekh	4/15/21
1.1	Updated	Rebekah Jones	11/15/23
1.2	Updated Screenshots	Rebekah Jones	2/22/24