

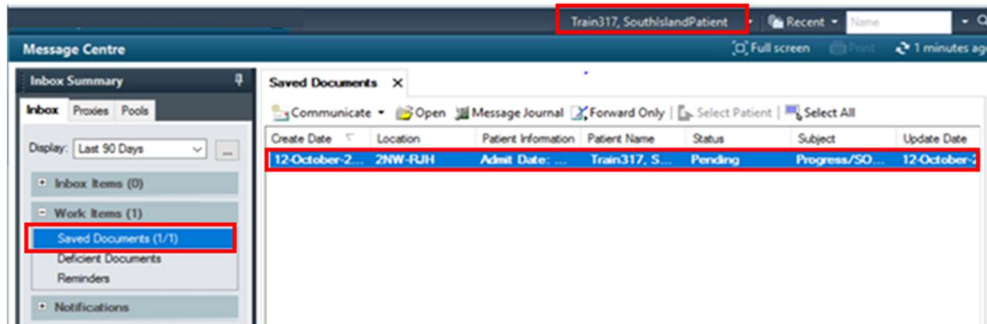
CDH Medical Staff Go-Live Update: October 19, 2022

Reminder: How to “In Error” a Saved Document

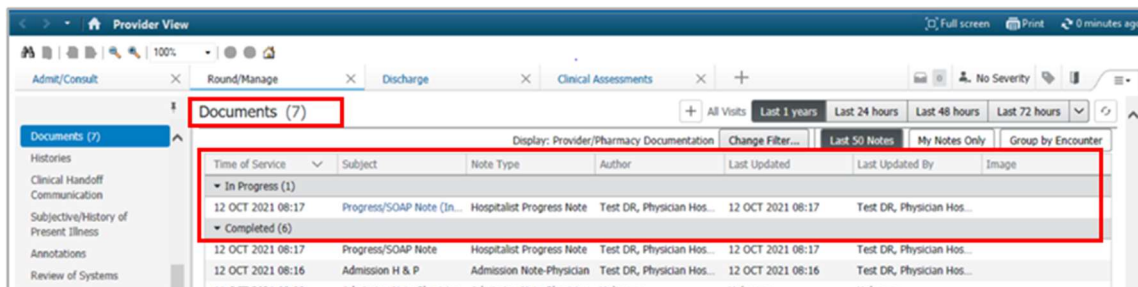
At times, a note is saved inadvertently and needs to be removed from Provider View, a process in Cerner which “in errors” a document. This occurs most frequently when duplicate records have been created – one that you want to save and submit as the final copy and an earlier document that you wish to remove from view. Documents marked “In Error” are not visible in Provider View, but are still discoverable through the Documentation section of the patient chart (marked as an “In Error – Report”).

To review whether you have Saved Documents and may need **In Error** a Saved Document:

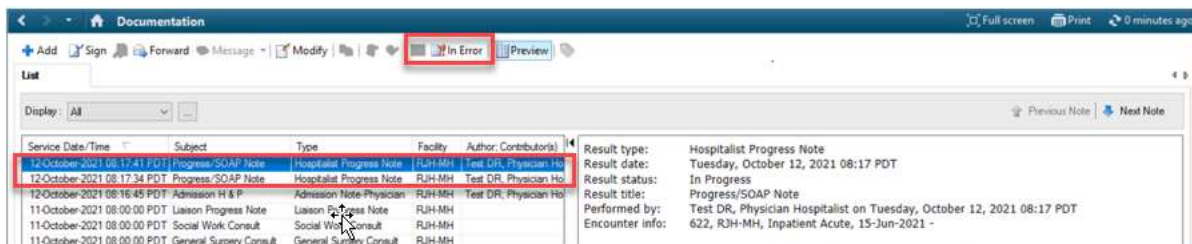
1. Go to Message Centre, review Saved Documents folder for saved documentation.
2. Click on saved note in the Saved Documents window. Patient Name will then display beside search window.
3. Click on patient name to be taken to the Patients chart.



4. From the document component of Provider View.
 - a. Saved note will display in the In Progress section. Signed Notes display in Completed section.
 - b. Validate that the saved note is needed or not (e.g. a duplicate).
 - c. If saved note is **not** needed, click **Documents** heading of the component.

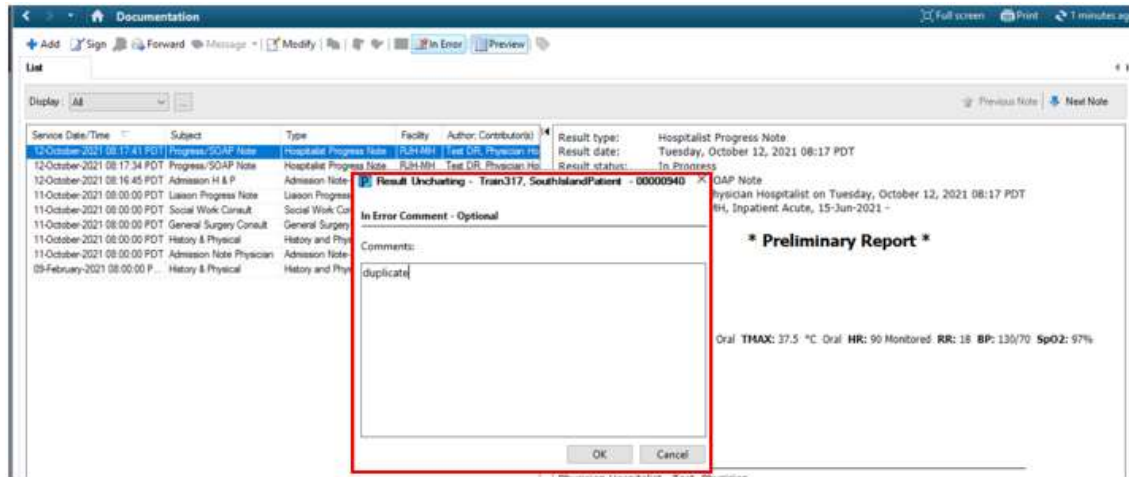


5. Click on note to be marked in error, Click **In Error** icon.

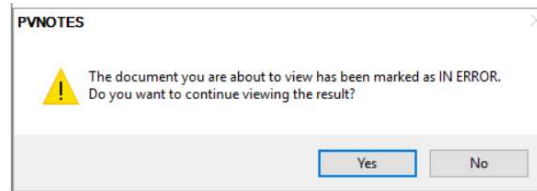


CDH Medical Staff Go-Live Update: October 19, 2022

6. Enter in Error Comment e.g. Duplicate, Click OK.



7. To see the note marked in Error, click **OK** to view.
 - a. If you do not want to see the content of a note marked In Error Click No.



8. Return to Provider View, Refresh to see changes.