



🔍 Entering a note after a patient has been discharged

UPI coding staff may contact the provider to enter a late note into the EPIC system. Follow the steps below to enter a new note "late" or follow the steps on the reverse side to addend an already existing note

****NOTE: It is imperative for the provider to enter the correct date of service in the documentation. Always change the note date to reflect the correct date of service when entering a note on a date subsequent to the encounter.**

1. Click *Patient Station*
2. Access the patient
3. Click the "ALL" radio button
4. Double-click on the correct admission
5. Click *Notes* (or use the appropriate navigator – i.e. *Bedside Procedures*, etc)
6. Click *New Note*
7. Add note type *Procedure Note*
8. ****Change the date of service on your note to the correct date of service**
9. Type in your note, then click *Accept*

The screenshots illustrate the following steps:

- Step 1:** Clicking the **Patient Station** button in the top navigation bar.
- Step 2:** Accessing the patient via the **Patient Lookup** window, where the MRN field is highlighted.
- Step 3:** In the patient's admission list, clicking the **ALL** radio button and then double-clicking on the correct admission row.
- Step 4:** Viewing the patient's admission details, where the correct admission is circled in red.
- Step 5:** Navigating to the **Notes** section in the left sidebar.
- Step 6:** Clicking the **New Note** button in the notes toolbar.
- Step 8:** Modifying the **Date** field to the correct date of service (10/6/2011).



? Adding a note after a patient has been discharged

UPI coding staff may contact the provider to correct an already existing note in the EPIC system. Follow the steps below to modify an already existing note

****NOTE: It is imperative for the provider to enter the correct date of service in the documentation. Always change the note date to reflect the correct date of service when entering a note on a date subsequent to the encounter.**

1. Access the patient's record via *Patient Lists* (if the patient is currently admitted), or *Patient Station* (if the patient has previously been discharged – see previous page steps 1-4)
2. Click *Notes*
3. Highlight the desired line item to addend
4. Click *Addendum*
5. Modify note as required/desired in the box at the bottom
6. ****Change the date of service on your note to the correct date of service**
7. Click *Accept*

The screenshot shows the EPIC Hyperspace interface for patient Bcb, Twenty Seven. The 'Notes - Viewing all notes' section is active, showing a table of notes. A red box highlights the 'Addendum' button in the toolbar. Another red box highlights the 'Notes' link in the left sidebar. A third red box highlights a table row for 'Physician Psychiatry' with a plus icon. A fourth red box highlights the 'Date' field in the addendum form, which is set to '9/26/2011'. A fifth red box highlights the text 'Apheresis note with addendum to be changed here' in the note editor.