Invalidating Notes

Sometimes more than one note will be started on a patient for the same encounter. For example, an *Established* note was started when a *Health Maintenance* note should have been started. We would need to invalidate the incorrect note.

1. Navigate to the patient’s Clinical Desktop. Select the Chart View tab, and find the two notes. (highlighted below)
2. Right Click on the first document, and select “View”

3. When viewing the note you decide it’s the incorrect note, select “Edit” from the bottom toolbar. This will open the Note Authoring Window (NAW). ***VERY IMPORTANT*** DO NOT click on anything until the note is FULLY loaded. The bottom toolbar of the NAW will be “ACTIVE/BOLD” when this process is complete.
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4. Next select the arrow in the top right window for the Note tab. (next to the status/task icon)
5. From the menu select “invalidate”

6. Select “YES”
7. If you view the note again it will have lines through the documentation. This means the note has been invalidated.

<table>
<thead>
<tr>
<th>Note Output</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allscripts, Allison</strong> 35 YO  F  DOB: 02Sep1975</td>
</tr>
<tr>
<td>Established</td>
</tr>
<tr>
<td>Family History</td>
</tr>
<tr>
<td>Current Meds</td>
</tr>
</tbody>
</table>

* Cough 796.2
* Fatigue 780.73
* Hypotension 404.9
* Streptococcal Sore Throat 034.0

Appendicitis 541
Status: Active, Last Assessed: 23Nov2010 10:46AM
Allergic Rhinitis 477.9
Status: Active, Last Assessed: 02Dec2010 10:44AM
Diabetes Mellitus 260.00
Status: Active, Last Assessed: 07Dec2010 09:49AM

8. Go to the correct note and complete your documentation.