

## Epic Addendums

### What is an Addendum?

An addendum is used to provide information that was not available at the time of the original entry. The addendum should also be timely and bear the current date and reason for the addition or clarification of information being added to the medical record and be signed by the person making the addendum.

*Example: An addendum could note: "The chest x-ray report was reviewed and showed an enlarged cardiac silhouette. John Doe MD 06/11/19"*

### Late Entry

A late entry supplies additional information that was omitted from the original entry. The late entry bears the current date, is added as soon as possible, is written only if the person documenting has total recall of the omitted information and signs the late entry.

*Example: A late entry following treatment of multiple trauma might add: "The left foot was noted to be abraded laterally. John Doe MD 06/11/19"*

### UHA Timeliness Requirements

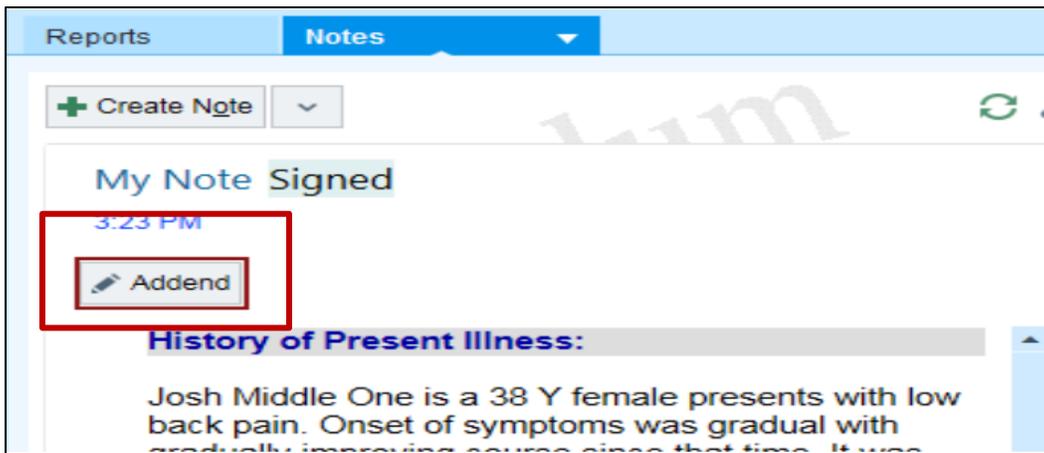
1. The following table provides a summary of expectations governing documentation requirements.
2. Clinicians who have planned time off should, where applicable, use Epic Care smart tools for documentation to close encounters before leaving.
3. Every effort will be made prior to a physician or provider departing the organization to ensure all associated open encounters are closed. In the event there are remaining open encounters, the revenue staff will work with the physician leader to close appropriately.

Type of Documentation	Description	Timeliness Requirements
Encounter (in person or telephone)	<ol style="list-style-type: none"> <li>1. Written</li> <li>2. Free text typing entry</li> <li>3. Electronic smart tools</li> <li>4. Dictation</li> </ol>	All documentation (or dictation) should be completed <b>within five business days</b> to avoid lost revenue, RVUs and to provide complete clinical documentation.
Transcription of Dictation	When completed, transcription will be sent to (manual) or routed to (electronic) the clinicians in basket.	Transcription should be routed to the clinician within <b>two business days</b> or as soon as practically reasonable.
Authentication of Dictated Document	Note is read and edited if applicable.	Authentication should be completed within <b>two business days</b> of receipt of transcriptions or as practically reasonable.

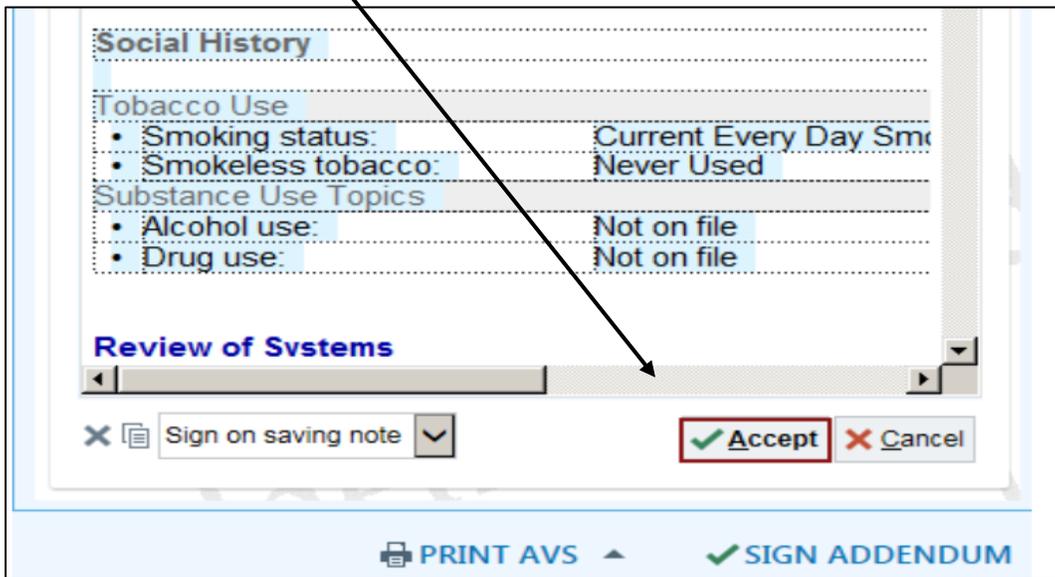
### Addend Epic Encounter

To change a note that's been completed and accepted, you need to create an addendum for the encounter related to the note that you would like to update (follow the instructions in the article attached below for opening an Encounter Addendum).

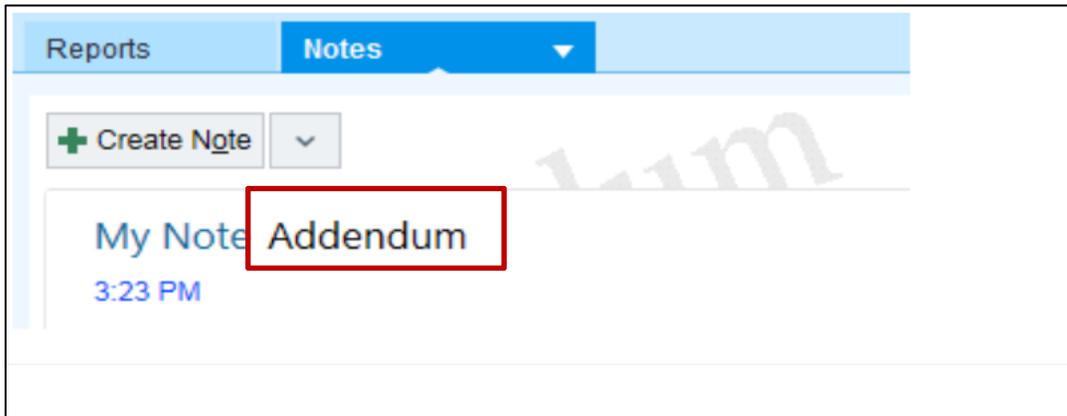
1. Open patient's chart and navigate to **Notes** activity in the sidebar.
2. Select the note you want to edit from the sidebar.
3. Click **Addend** (located above the note) to reopen previously signed note.



4. Click **Accept** to save changes.



5. The note will show a Status of Addendum.



**Reference:**

[https://stanfordhc.service-now.com/esm?id=kb\\_article\\_view&sys\\_kb\\_id=022f88aedb1b8054d7eb5688dc96193b](https://stanfordhc.service-now.com/esm?id=kb_article_view&sys_kb_id=022f88aedb1b8054d7eb5688dc96193b)

<https://med.noridianmedicare.com/web/jeb/cert-reviews/mr/documentation-guidelines-for-amended-records>