

Correct Signed Text

To Correct a note means to make changes to the body of a note.

Note: To modify a note means to add an addendum or presence statement. To learn how to modify notes see the instructions at Modify a Saved or Signed PowerNote.

To correct a note

1. Open the document to be corrected by:
 - a. Opening the *PowerNote* editor (see Start a PowerNote), or
 - b. Double-clicking on the document title in your **InBox**, or
 - c. Finding the document in the **Clinical Notes** tab.
2. From the **Documents** menu select **Correct**.
3. Find the paragraph you wish to correct and select **<Show Structure>**.
4. Select appropriate paragraphs, sentences, or terms.
5. Insert additional text by selecting the term **Other**.
6. Another way to insert additional text is to select **<Hide Structure>**. Place your cursor at the end of the last sentence and click. Begin typing.
7. When you are satisfied with your revisions, open the **Documentation** menu and select **Sign**.

