


Deleting Saved Notes

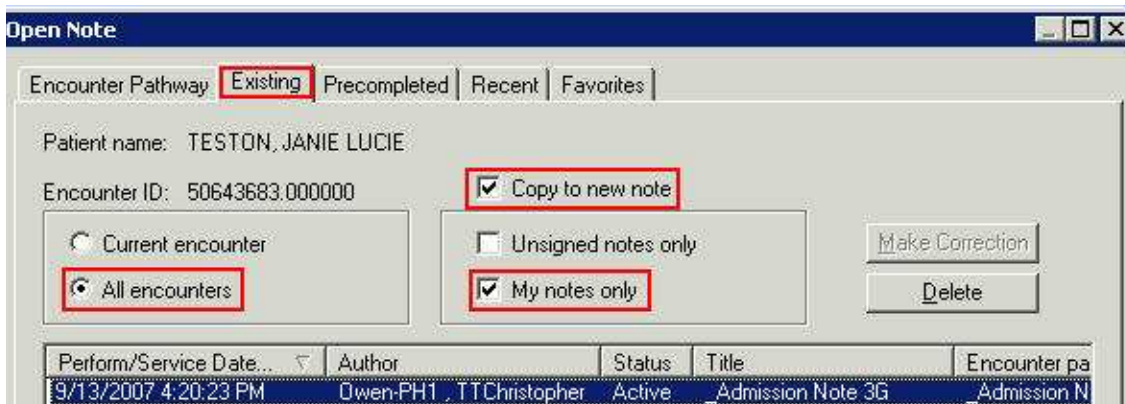
Only **saved PowerNotes** can be deleted from the patient record. Removing saved notes from the patient record usually takes two (2) steps.


1. Copying the original note to a new note and then saving it if it was entered on the wrong encounter
2. Deleting the original note

Copying a PowerNote to a New Note

To copy a PowerNote begun on the wrong encounter,

1. Open the patient's chart from a medical service list
2. Select **IVIEW & PN** tab
3. Select **Open...** (yellow folder) icon 
4. Click **Existing** tab
5. Select **All Encounters** and **My Documents Only** to quickly find the document begun on the wrong encounter
6. Select the note
7. Select the **Copy to New Note** checkbox.
8. Click **OK**, this will copy the saved note to a new note



9. Always review all data, remember to make changes as necessary
10. Add signature line
11. To sign the document, either
 - a. Click on the **Sign...** icon, or 
 - b. Select the **Documentation** menu, and then click **Sign**
12. From the **Sign Note** dialog box, select the correct document **Type, Date of service**, and add **Request Endorsement**, as needed.

Note: Add the correct attending to the note as a signer.

13. Click **OK** to finalize the note
14. Close note.

Deleting a Saved PowerNote

- If a note was originally saved, entered on the wrong encounter, and copied to a new note, then the original note should be deleted from the patient record.
- If a note was saved but not signed and needs to be removed from the patient record it can be deleted.

*Note: Only **saved PowerNotes** can be deleted from the patient record. Documents entered by dictation or in the Clinical Note Editor must be In-Errored and cannot be deleted.*

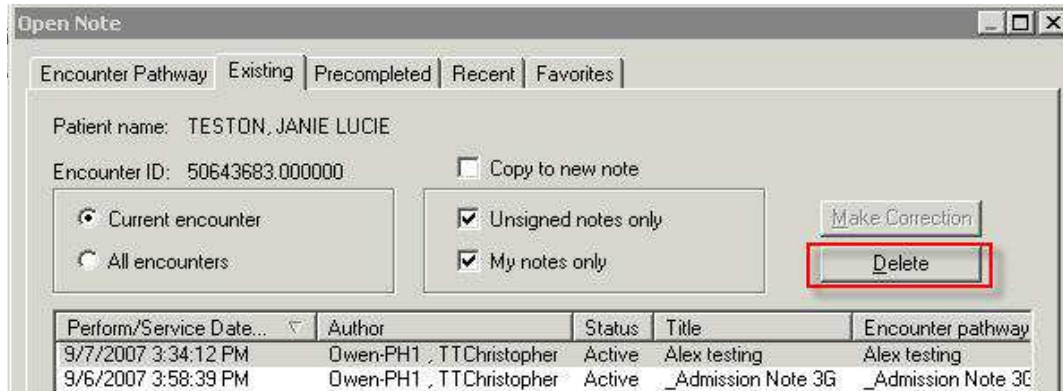
To delete a saved *PowerNote* note

1. Select the **IVIEW & PN** tab
2. **Open ...** (yellow folder) icon from the menu bar
3. Click the **Existing** tab
4. Select **All Encounters** and **My Documents Only** to quickly find the document begun on the wrong encounter

5. Select the saved, incorrect note

*Note: Make sure to **Copy to New Note** before deleting if note was entered on the wrong encounter.*

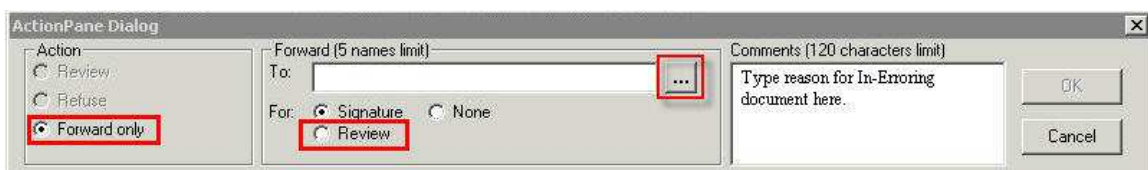
6. Click **Delete**



In-Erroring Signed Notes

- If the incorrect note was signed it cannot be deleted by clinicians.
- To *In-Error* the document, either
 - Call the Helpdesk (543-7012) and ask them to *In-Error* the document.
 - Forward the document to UWMC_FIX or HMC_FIX to *In-Error* the document by following these directions -

1. Select the **Clinical Notes** tab.
2. Open the incorrect note.
3. Right-click and select **Forward**.
4. Select **Forward** in the **ActionPane** dialog box.
5. Address the message by clicking the ellipsis (...) button.



6. Search for and add the address UWMC_FIX or HMC_FIX, depending on which facility the note belongs to.
7. In the **Comments** pane add a brief note to explain why the PowerNote should be deleted.
8. Click **OK** or **OK & Next**.

