

Invalidate (Delete) a Finalized Encounter or Well Visit Note (Providers Only)

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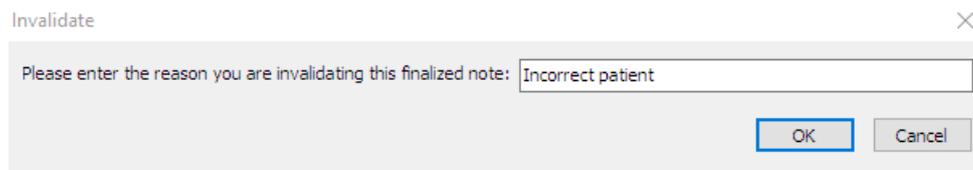
Version 20.17

About

Encounter and Well Visit Notes cannot be fully deleted. They can, however, be invalidated if, for example, a Note was entered into an incorrect patient's chart. Only Providers can invalidate Notes. Once invalidated, the Note is not displayed in the original chart. It is, however, displayed in the original patient's Medical Records, where it can be manually omitted so it is not included in record sharing.

Invalidate a Finalized Note

1. Click the **Patient Chart** button and search for a patient.
2. Select **Encounters** or **Well Visits**.
3. Select the finalized note within the Encounters or Well Visits list, and click the **Open Note** button. The **Encounter Summary Sheet** is displayed.
4. Click the **Invalidate** button.
5. Enter a **Reason** for invalidating the note in the Field.



6. Click the **OK** button. The record will show **INVALIDATED RECORD**.
7. Click the **Save** button.

Locate a Note that has been Invalidated

1. Click the **Patient Chart** button and search for a patient.
2. Click **Medical Records** in the Reports section of the Window Navigation panel.
3. Select **-Event Chronology. ALL** from the **Report criteria** drop-down menu.
4. Select the **Include invalidated** checkbox.
5. Select the appropriate **Report dates**.
6. Click the **Search** button.
7. Any notes that have been invalidated are displayed the below information.
 - **Record Type** column: VOID Encounter for an invalidated encounter note.
 - **Record Type** column: VOID Well Exam for an invalidated well visit note.
 - **Record Content** column: ******RECORD INVALIDATED******.

Medical Records Search Print Send Messages CDA Show CCR dialog

Basic Search Criteria:

Report criteria: -Event Chronology, ALL Include private records (EFR) Include invalidated

Report dates: All Latest 12 months to Rebuild notes

Advanced Search Criteria Grid View Lateral View Lines/record: 1 Select All Clear All Record Content

Print	Record Type	Date	Age on Date	Record Content	Primary DX	view	Staff
<input type="checkbox"/>	Growth Chart	09/04/2...	18 mos. 15 days	Weight:20lb 13oz /			DEMO DOCTOR
<input type="checkbox"/>	VOID Well Exam	09/04/2...	18 mos. 15 days	**** RECORD INVALIDATED ****	V20.2 ROUTINE INFAN...		BROOKLYN JO...
<input type="checkbox"/>	Vital Signs	07/14/2...	16 mos. 25 days	Temp (tymp):.....98.7F / 37.1c			DALEYZA FRA...
<input type="checkbox"/>	Medication	07/14/2...	16 mos. 25 days	mometasone Ointment 0.1%	782.1 RASH/OTH NON...		SLOANE KNO...

Version 14.10

Invalidating a Finalized Note

It may be necessary to invalidate an encounter or well visit note in the event that it was erroneously entered. To invalidate a finalized note:

1. Click the **Chart** button and locate the patient's information.
2. Select the **Encounters** or **Well Visits** tab.
3. Locate the finalized note within the **Encounters** or **Well Visits** tab. The Encounter Summary Sheet is displayed.
4. Double-click the **Note** to open the selected note or click the **Note** and select the **Open Note** button. The Encounter Summary Sheet is displayed.
5. Click the **Invalidate** button located near the upper-right corner of the Encounter Summary Sheet window.
6. Click the **Save** button to save the note.
7. Enter the **Reason** for the invalidation in the Field. The record will show **INVALIDATED RECORD**.
8. Refresh the list of notes by clicking off the **Encounters** or **Well Visits** tab and then returning to it.

Locating a Note that has been Invalidated

1. Click the **Chron** button on the Smart Toolbar. The Event Chronology window is displayed.
2. A Warning pop-up box is displayed. Click the **OK** button.
3. Search for and select the **Patient**.
4. Click the **OK** button in Warning pop-up box that might be displayed.
5. Select **Event Chronology, ALL** from the Report Criteria drop-down menu.
6. Select the **Include Invalidated** checkbox.
7. Select the appropriate **Report Dates**.
8. Click the **Search** button.
9. All Notes are displayed. Any notes that have been invalidated will contain one or more of the following indicators in the grid:
 - Record Type column: VOID Encounter for an invalidated encounter note.
 - Record Type column: VOID Well Exam for an invalidated well visit note.
 - Record Content column: ******RECORD INVALIDATED******.