

Notes – Addendum Documentation Guidelines

Clinical notes can be addended after signing for various reasons like to add information originally omitted or unavailable at the time of the visit or to correct erroneous documentation. Follow the steps below when an addendum to clinical documentation is needed and refer to the Nordian guidelines for specific requirements (Nordian *Documentation Guidelines for Amended Medical Records*, Oct. 2018)

Important information

- Late entries, addendums, or corrections to a medical record are legitimate occurrences in documentation of clinical services. A late entry, an addendum or a correction to the medical record, bears the current date of that entry and is signed by the person making the addition or change.
 - <u>Late entry</u>: Supplies additional information to the medical record that was missed or not written timely from original entry. Should only be written if the individual documenting has complete recollection of the omitted information. Identify the new entry as "late entry" if the entry is added after the date of service.
 - <u>Addendum</u>: Used to provide information that was not available at the time of the original entry. Should be timely and include reason for the addition or clarification of information being added to the medical record. Write "addendum" and state the reason for the addendum referring back to the original entry.
 - <u>Correction</u>: Written to avoid incorrect information that had been previously documented. Document the correct information on the next line or space with the current date and time, making reference back to the original entry.
- Deliberate falsification of medical records is a felony offense and is viewed seriously when encountered. Examples of falsifying records include:
 - Creation of new records when records are requested
 - Back-dating entries
 - Post-dating entries
 - Pre-dating entries
 - Writing over
 - Adding to existing documentation (except as described in late entries, addendums and corrections)
- Example: Patients sometimes call providers and ask them to change their medical coding (CPT or diagnosis coding) in order to better obtain insurance reimbursement or payment if the claim has been denied. Is this okay?
 - Coding changes are appropriate only if the changes are legitimate corrections, and the medical care provided and documentation supports the requested code change. A provider should not go back and make a late entry, addendum, or correction only for the purposes of obtaining reimbursement.
- Please review the full guidelines as necessary <u>Documentation Guidelines for Amended Records - JF Part B - Noridian (noridianmedicare.com)</u>



Encounter P

Nickell, Jenn

Accept

X Cancel

Туре

CLINIC PHYSICAL

Try It Out

1. Create an addendum.

Time A Status

8.00 AM

Signed

FAM MED BOULDER Department (All Providers) -

Patie eCheck-In

a. Double-click to open the patient from the Multi Provider Schedule and click Create Addendum. ✓ Filter by Status ▼ Total: 65

Notify Pa Notif Patient

M NP Checked out: 9:02 AM Signed 8:00 AM Checked out: 8:41 AM Schedule × Signed 8:00 AM (?) This visit is signed. Would you like to addend it? Checked out: 9:15 AM Creating an addendum effectively reopens the visit so you can make changes to its documentation. You will need to then Signed sign the addendum to close the visit again. 8:30 AM Checked in: 8:32 AM Create Addendum Open Chart Review Cancel Checked Out 8:30 AM b. Select Addendum from the Epic toolbar, search for the patient, and select the correct encounter. Epic 🕌 Record Viewer 🎽 Ambulatory Chart 🍳 Encounter 📗 Addendum 2. Navigate to the **Notes** activity and click **Addend** at the top of the note to update. Notes ← 💭 Chart... Letters Review... Demo... Roo... 🌄 Plan 🛛 . . . s 2 🖓 🔁 Ö Nickell, Jennifer M, NP Nurse Practitioner Signed X Delete 🛛 🖻 Send to NoteReader Addend Copy 3. When finished documenting, click Accept at the bottom of the note.

- 4. Click Sign Addendum on the Visit Taskbar. 🕇 ADD ORDER 🛛 😫 PRINT AVS 🔺 7 🗎 SIGN ADDENDUM + ADD DX (7)

Sign on Accept

5. Route the addendum if necessary from the Sidebar and click the Looks Good for Signing icon.

This Visit 🕒 Notes	Sign 🔻
Route ♣ My List ▼ ♣ PCP	
C Refresh	
Looks good for signing	
🖶 PRINT AVS 🔺 7	7 🖹 🖌 SIGN ADDENDUM

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