

# Adding an Amendment to a Patient's Chart

Last modified on 06/12/2025 2:02 pm EDT

If needed, you can add amendments to locked clinical notes. If you've already signed and locked a note, this is an option, if you have to make changes or additions. Through the amendment option, you can indicate any changes to the patient's note without unlocking it or making any official changes to the original note.

1. Hover over the **Patients** tab and select **Patient List**.
2. Under **Patient Search** search for the patient you want to add the amendment to and select the patient.
3. On the left-hand side select **Documents**.
4. From the document tabs select **Amendments**.
5. You are now able to:
  - Upload any documents connected to the amendment
  - Choose the amendment source i.e. Patient, Provider, etc.
  - The status of the amendment whether it is accepted or denied
  - Leave any comments or notes
  - Select the requested date
  - Select the processed date

Upload images, scanned paper documents, or PDFs downloaded from other electronic medical records.

[Uploaded Documents](#) [Locked Clinical Notes](#) [Signed Consent Forms](#) [Outbound Referrals](#) [Lab Results](#) [Amendments](#)

Misty Fields has no current amendments.

Attach a new amendment document to this patient record. All fields are required.

Amendment Document	<input type="button" value="Choose File"/> No file chosen	The file to add; PDF files only.
Amendment Source	<input type="text"/>	Where this amendment originated (patient, provider, etc)
Status	<input type="text" value="-----"/>	Whether you accept or deny this amendment to the patient's record.
Comments/Notes	<input type="text"/>	Description or comments regarding this amendment, status, etc.
Request Date	<input type="text" value="2020-12-29 12:27:24"/>	The date on which the patient or other source requested the amendment.
Processed Date	<input type="text" value="2020-12-29 12:27:24"/>	The date on which you reviewed the amendment request.
<input type="button" value="Attach Amendment"/>		

6. After your amendment is attached it will be located at the top of the amendment section. You can edit the amendment and view all the information you filled out from here.

[Uploaded Documents](#) [Locked Clinical Notes](#) [Signed Consent Forms](#) [Outbound Referrals](#) [Lab Results](#) [Amendments 1](#)

Name	Status	Date	Doctor
<a href="#">Diabetes symptoms.png</a> <b>Comments:</b> This is in relation to patient's clinical note from appointment on 01/07/2015 @ 3:00pm <b>Source:</b> Provider	<input checked="" type="checkbox"/> <b>edit</b> <input checked="" type="checkbox"/> <b>Accepted</b>	2016-01-07 04:11 p.m. <b>Requested:</b> 2016-01-07 <b>Processed:</b> 2016-01-07	Brittany Devine