

Add an amendment to a clinical note

Last modified on 06/11/2025 1:22 pm EDT

What happens when you sign and lock a clinical note, but you need to make an adjustment or add information without unlocking it? You can easily add any adjustments or changes through amendments. Amendments are added to the end of the clinical note. The already completed note remains the same, while new information is documented on an additional page attached to the note. This article will show you how to add amendments through the [web](#) and [mobile systems](#).

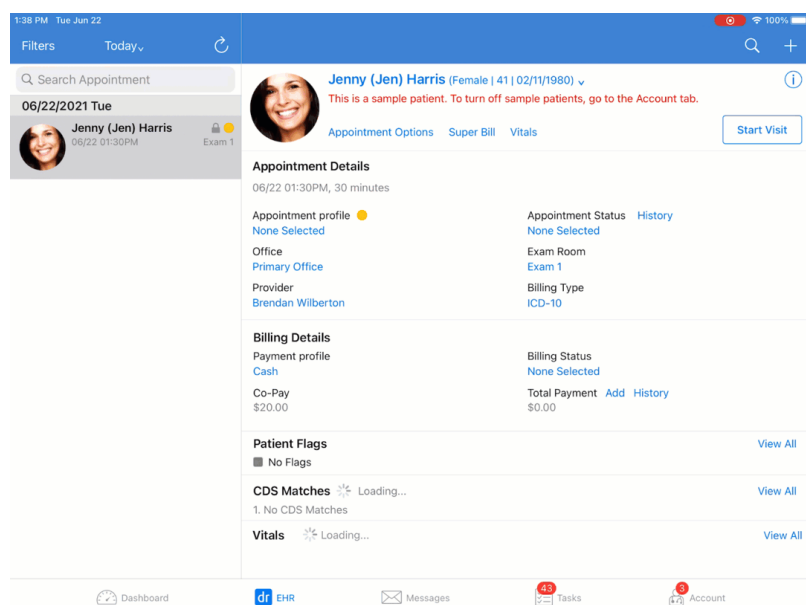
Amendments through the Web.

The first step in adding an amendment is opening the clinical note. You can open it from the schedule or the appointments section of a patient's chart. You can also open a clinical note by going to **Clinical > Clinical Notes** and using the filters to find the note you need.

1. Open the clinical note you need to add the amendment to.
2. Select **View Clinical Note**.
3. Click on **Amendments**.
4. Enter the amendment information in the text box.
5. Select **+Add new amendment**. The amendment will be added as an additional page to the clinical note.

Add amendments through the iPad EHR app

1. Under the main appointments screen select the patient's appointment you want to add an amendment to select **Start Visit** and then **View Complete Note**.



2. Tap the () and select the **Amendments** button.

3:54 PM Tue Jun 22

Close

Visit

Patient

History

Meaningful Use Assistant

Billing

Unlock

Jenny (Jen) Harris (Female | 41 | 02/11/1980)

CC Chief complaint

1 of 5

Dr. Nick's Walk-In Clinic

Patient: Jenny (Jen) Harris

Provider: Brendan Wilberton

Office: Primary Office

DOB: 02/11/1980

Visit: 06/22/2021 1:30PM

Address: 225 Schilling Circle, Hunt Valley, MD, 21031

Sex: F

Chart: HAJE000001

Amendments (2)

Print

Send Fax

Medications & Allergies:

Current Medication & Dosage	Dispense	SIG	PRN?	Indication
Mirena 52 mg intrauterine device	0	0	No	
Flonase 50 mcg/inch nasal spray	0	0	No	
Cranberry oral capsule	0	0	No	
12 Hour Nasal	20,000	0	No	
Zyrtec 5 mg oral tablet, chewable	30,000	take 1 tab po qd	No	

Allergy	Reaction
Cats	Shortness of breath/difficulty breathing
Milk	Hives
penicillin	Hives
aspirin	Hives

Subjective:

History of present illness: Jenny (Jen) Harris's physical exam was normal. Social History: non-contributory

Family history: test

GENERAL: no weakness, no fatigue, no fever, no significant weight change

SKIN: no rash, no lumps, no sores, no itching, no dryness, no color change, no changes in hair or nails

HEENT: no headache, no head injury, no dizziness, no lightheadedness, no vision changes, no hearing

View Complete Note

3. A pop-up screen will appear where you can type in the amendment you want to make. Click on **Save**. Your amendment will be saved to the end of the clinical note. If you ever need to see any amendments connected to the patient you can view them under the patient's chart under documents.

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Close

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Unlock

Jenny (Jen) Harris (Female | 41 | 02/11/1980)

CC Chief complaint

1 of 5

06/22 01:30PM

Vitals Tools

Sex: F

Chart: HAJE000001

Amendments

Save

Amendments go here

SIG	PRN?	Indication
0	No	
0	No	
0	No	
take 1 tab po qd	No	

Allergy	Reaction
penicillin	Hives
aspirin	Hives

Subjective:

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View Complete Note