

# Add an amendment to a clinical note

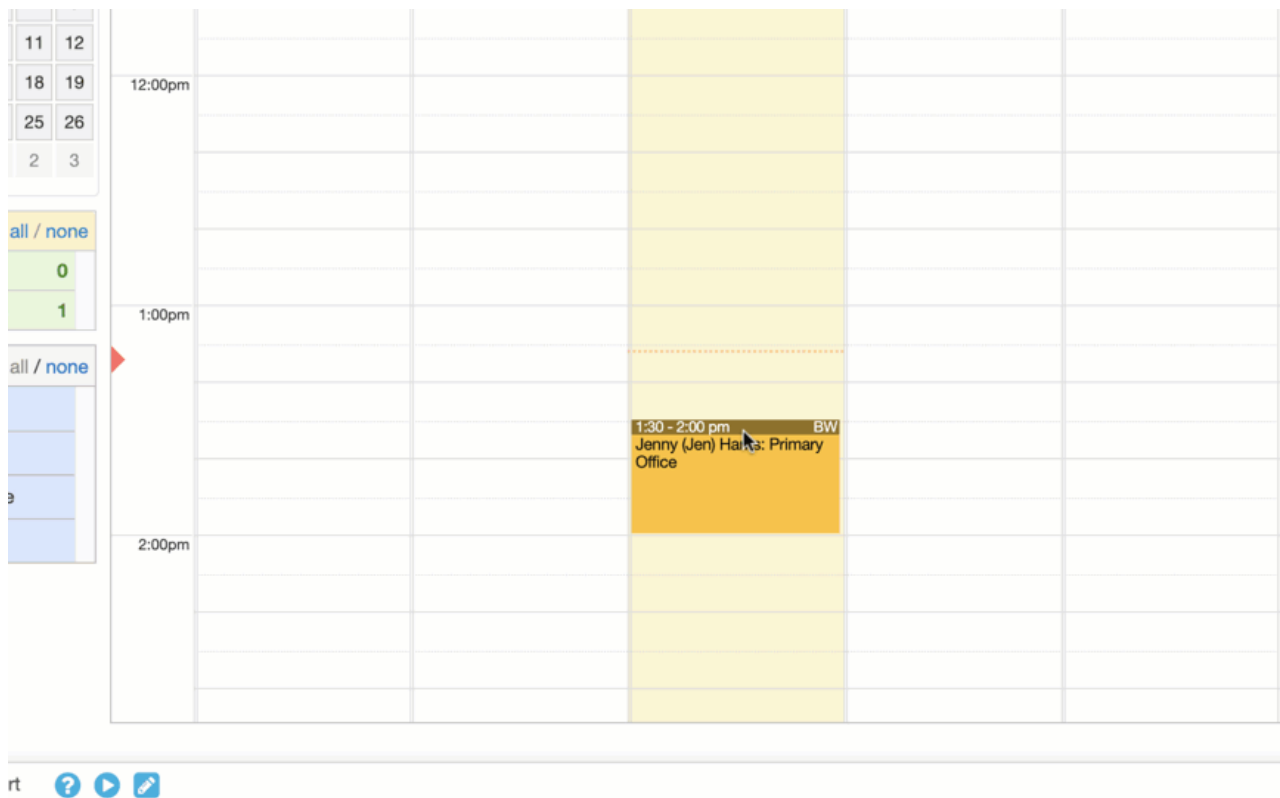
07/08/2024 8:01 pm EDT

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.

1:38 PM Tue Jun 22

Filters Today

Search Appointment

06/22/2021 Tue

Jenny (Jen) Harris 06/22 01:30PM Exam 1

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

This is a sample patient. To turn off sample patients, go to the Account tab.

Appointment Options Super Bill Vitals Start Visit

**Appointment Details**

06/22 01:30PM, 30 minutes

Appointment profile **None Selected**

Appointment Status **None Selected** History

Office **Primary Office**

Exam Room **Exam 1**

Provider **Brendan Wilberton**

Billing Type **ICD-10**

**Billing Details**

Payment profile **Cash**

Billing Status **None Selected**

Co-Pay **\$20.00**

Total Payment **\$0.00** Add History

**Patient Flags** View All

No Flags

**CDS Matches** Loading... View All

1. No CDS Matches

**Vitals** Loading... View All

Dashboard EHR Messages Tasks Account

2. Tap the (



) and select the **Amendments** button.

3:54 PM Tue Jun 22

Close

Unlock ⓘ 🔍 +

Visit Patient History


Meaningful Use Assistant

Billing

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

CC Chief complaint

1 of 5



**Dr. Nick's Walk-In Clinic**  
**Patient:** Jenny (Jen) Harris **DOB:** 02/11/1980 **Sex:** F  
**Provider:** Brendan Wilberton **Visit:** 06/22/2021 1:30PM **Chart:** HAJE000001  
**Office:** Primary Office **Address:** 225 Schilling Circle, Hunt Valley, MD, 21031

**Medications & Allergies:**

Current Medication & Dosage	Dispense	SIG	PRN?	Indication
Mirena 52 mg intrauterine device	0	0	No	
Flonase 50 mcg/inh nasal spray	0	0	No	
Cranberry oral capsule	0	0	No	
12 Hour Nasal	20.000		No	
ZyTEC 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
d00170 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 problems, no tinnitus, no vertigo, no earache, no nasal stuffiness, no nasal discharge, no nosebleeds, no

Action Menu

Print

Send Fax

Amendments (2)

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.

Close

**Visit** Patient History

Meaningful Use Assistant

Billing

 **Jenny (Jen) Harris** ( Female | 41 | 02/11/1980 )  
06/22 01:30PM

CC Chief complaint Vitals Tools

1 of 5



**Sex:** F  
**Chart:** HAJE000001  
g Circle, Hunt Valley, MD, 21031

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

penicillin	Hives
d00170 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 problems, no tinnitus, no vertigo, no earaches, no nasal stuffiness, no nasal discharge, no nosebleeds, no

Close Amendments Save

Amendments go here

 [View Complete Note](#)