

# Add an amendment to a clinical note

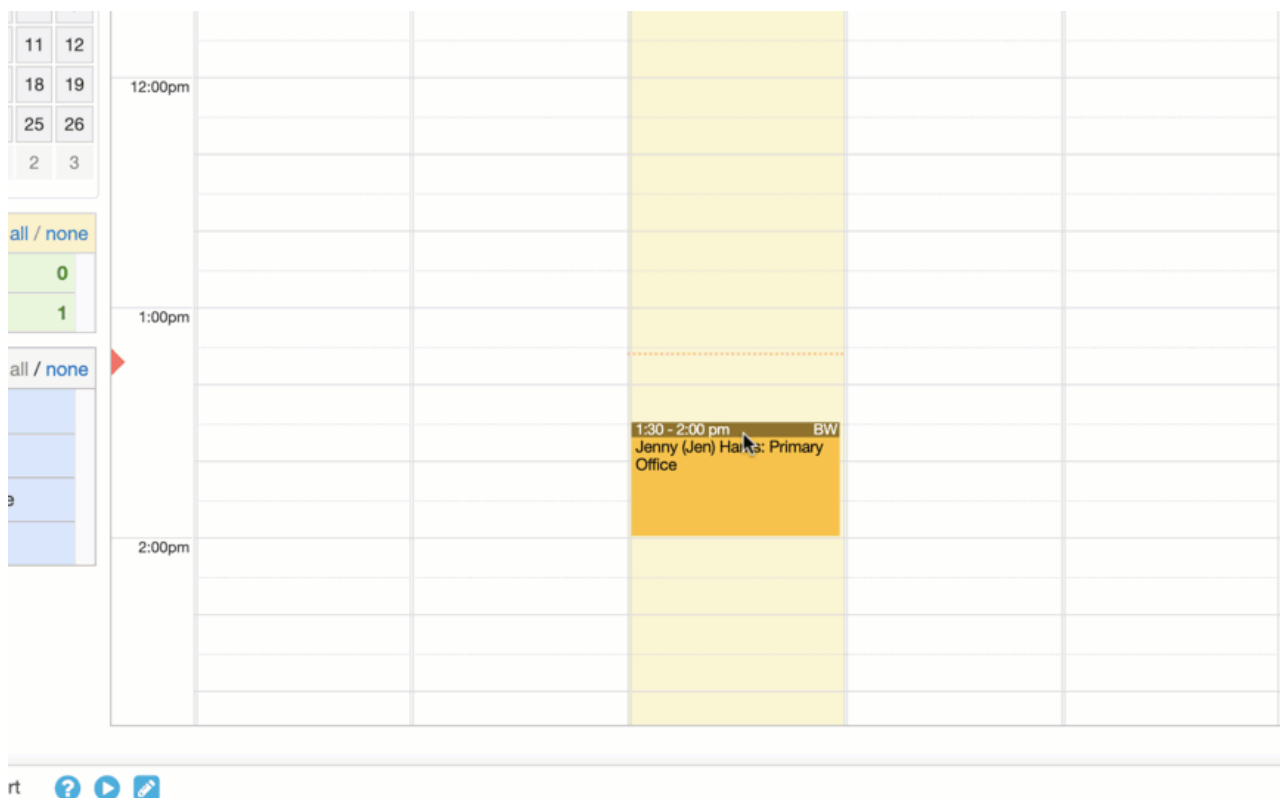
07/24/2024 11:59 am EDT

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.

The screenshot shows a mobile application interface for a patient record. At the top, there is a blue header with the time '1:38 PM Tue Jun 22' and battery status '100%'. Below the header, there are navigation options: 'Filters', 'Today', and a refresh icon. A search bar labeled 'Search Appointment' is present. The main content area is for patient 'Jenny (Jen) Harris (Female | 41 | 02/11/1980)'. A note indicates 'This is a sample patient. To turn off sample patients, go to the Account tab.' There are buttons for 'Appointment Options', 'Super Bill', 'Vitals', and 'Start Visit'. The record is for an appointment on '06/22/2021 Tue' at '06/22 01:30PM' for 'Exam 1'. The 'Appointment Details' section shows the appointment profile as 'None Selected', office as 'Primary Office', provider as 'Brendan Wilberton', appointment status as 'None Selected', exam room as 'Exam 1', and billing type as 'ICD-10'. The 'Billing Details' section shows a payment profile of 'Cash', co-pay of '\$20.00', and a billing status of 'None Selected' with a total payment of '\$0.00'. Other sections include 'Patient Flags' (No Flags), 'CDS Matches' (Loading...), and 'Vitals' (Loading...). At the bottom, there is a navigation bar with icons for 'Dashboard', 'EHR', 'Messages', 'Tasks' (43), and 'Account' (3).

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

Unlock [Menu] [Search] [Add]



Meaningful Use Assistant

Billing



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

06/22 01:30PM

CC Chief complaint

Vitals Tools

1 of 5



Close

Amendments

Save

Amendments go here

Sex: F

Chart: HAJE000001

g Circle, Hunt Valley, MD, 21031

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

|                |       |
|----------------|-------|
| penicillin     | Hives |
| d00170 aspirin | Hives |

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View Complete Note