

# Appendix B

## Sample Amendment Policy

### Amendments to Health Information in the Electronic Record

**PURPOSE:** The purpose of the health record is to provide a basis for planning patient care and for the continuity of such care. Each record should provide documentary evidence of the patient's medical evaluation, treatment, and change in condition as appropriate. The purpose of this policy is to provide guidance on the instances in which an amendment is necessary to support the integrity of the health record.

**POLICY:** Providers documenting within the EHR must avoid indiscriminate use of amendments as a means of documentation. All attempts to correctly identify patients and their medical conditions should be made prior to documenting within the record.

**DEFINITION:** An amendment is a means of clarifying health information to a dictated report or direct data entry after the final signature has been obtained. (INSERT APPLICABLE STATE LAW AS REFERENCE)

#### **PROCEDURE:**

##### **PROVIDER:**

1. Identify the correct report or direct data entry in need of clarification.
2. Notify (INSERT APPROPRIATE DEPARTMENT) of the need for an amendment.
3. Complete amendment.
4. Forward amendment to (INSERT APPROPRIATE DEPARTMENT) for inclusion in original document.

##### **DEPARTMENT:**

1. Locate original document.
2. Attach amendment to original document.
3. Ensure amendment is dated, timed, and signed. If amendment is not, forward to provider for completion.
4. Attach document in source system as well as electronic health record, if appropriate.
5. Track and trend amendments and report potential violations to (INSERT APPROPRIATE COMMITTEE OR DEPARTMENT).

*See also:*

Addendum Policy

Correction Policy

Deletion/Retraction Policy