

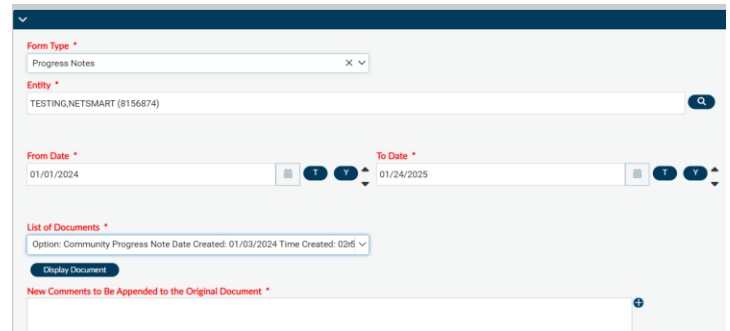
Append Documents

Purpose: How to append (add/change) narrative portion of finalized progress notes.

Note – Users cannot append other practitioners' notes.

Steps:

1. Open **Append Documents** via the *What can I Help you Find?* menu or *My Favorites*
2. **Form Type** - select Progress Notes
3. **Entity** - type client's name (last name,first name) and select
4. **From Date and To Date** – enter range to narrow search using date note was created, not date of service
5. **List of Documents** – select progress note



If unsure, click 'Display Document' to view a Tiff image of the note to confirm. After reviewing the document, click 'Close All Documents and Exit'.

6. Enter **New Comments to Be 'Appended' to the Original Document**
7. Click **Submit**
8. In pop-up, review and click **Sign**.
9. Enter password and click **Verify**

