

XYZ HHA Medical Records Correction Policy

PURPOSE: To properly record changes/corrections in the patient medical record.

POLICY: Any person authorized by XYZ to make record entries may correct errors in documentation, spelling, or add inadvertently omitted clinical entries.

Documentation and/or spelling errors are corrected by drawing a single line through the incorrect information, writing “error” by the crossed out area, and documenting the date the correction is made. The initials of the person making the correction must be recorded after the date.

Late entries will be recorded on the next chronological line on the chart with the date and time of the late entry recorded. The initials of the person making the late entry must be recorded at the late entry site.

The use of white out or erasing of incorrect information is not allowed. In addition, any attempts to squeeze a late entry into the margin or between lines is not allowed.