

ED Documentation

Edit and Undo Assessment Documentation

Edit

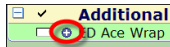
1. From the Interventions screen, click the plus sign next to the assessment.
2. Highlight the entry to be edited.

Date	Time	User
11/19/13	1143	Emergency Dept CCT

3. Click the **Edit** footer button.
4. The assessment opens. Make your edits.
5. Click **Save**. The word “Edited” appears in the Status column.

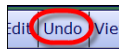
Undo

1. From the Interventions screen, click the plus sign next to the assessment.



2. Highlight the entry you need to undo.

3. Click the **Undo** footer button.



4. Click the drop-down arrow in the **Undone Documentation Reasons** field and select a reason.
5. Click **Save**. The word “Undone” appears in the **Status** column.

You can only edit and undo your own documentation.