
RECORD MODIFICATION/0338

Contact: Gloria Johnson

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Policy

The following departmental policy illustrates how the designated record set's integrity is maintained when revisions or corrections are necessary or when duplicating information. It is applicable to all systems/media identified in Medical Center Policy 0218 unless noted as an exception. Please note that the scope of this policy is only for changes initiated by the UVA Health Licensed Independent Practitioner (LIP) or staff. Modification requests initiated by the patient are covered in Health System Policy HPA-006.

- The ability to copy and paste is authorized. Authors should note that the risks are significant, including placing information within the incorrect encounter or patient record or entering information that does not reflect the current situation. Those utilizing this functionality assume responsibility for such information once the new note has been electronically signed.
- Duplication of information (e.g. copy and paste) should be minimal and succinct as it also leads to unnecessary voluminous records within the electronic medical record
- All viewing and documentation transactions, including the creation of addendums, corrections, and electronic signatures, are captured and viewable on the audit trail report
- Content errors where there is inaccurate or incomplete information in the original note must be corrected, either directly prior to electronic signature or via addition of an addendum post electronic signature
- The addition of information to provide clarification or to avoid misinterpretation is approved
- When a modification is made to the signed electronic record documentation, the original entry is maintained and accessible
- Corrective entries may be made at any time and should not be delayed once an erroneous entry is identified (e.g. do not need to wait for discharge, etc.)
- Only the author may make a change to their clinical documentation. With that said, other clinicians may add a new note if the author is not available.
- Addendum's are reflected in the original note as well as via the Chart Review – Notes tab
- Addendum's must also be electronically signed
- Entry and signature dates and times are never modified

- Failures to abide by this policy or unauthorized, inappropriate, or otherwise wrongful efforts to modify medical records may result in discipline; termination of access to medical record systems; termination of employment, medical staff privileges, and/or other relationships with UVA Health; and any and all other legal action deemed appropriate by UVA.

Related Information

HPA-003 - Amendment of Medical and Billing Records

Medical Center Policy 0094 – Documentation of Patient Care (Electronic Medical Record)

Medical Center Policy 0201 – Patient Identification

Medical Center Policy 0218 – Definition, Characteristics, Authentication, and Maintenance of the Medical Record and Designated Record Set

HR701 - Employee Standards of Performance and Conduct

HIS Procedure 209 – Record Modification