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RECORD AMENDMENTS

Occasionally, certain entries related to services provided are not properly documented. In this event, the documentation will need to be amended to show a correction or to add an addendum.

Recordkeeping Principles

Regardless of whether a document at ion submission originates from a paper record or an electronic health record, amended document s submitted containing correct ions or addenda must :

- *Clearly and permanently identify any correct ion or addendum assuch*
- *Clearly indicate the date and author of any correction or addendum*
- *Clearly identify all original content, without deletion*
- *Amended by the rendering provider*

Medical Record Amendment definitions:

A correction *is made when there was an error in the original entry that has been identified and it needs to be amended. The original entry should never be erased but amended to show the correct ion.*

For example: *Patient's second B /P reading was 120/ ~~100~~-80, John Doe MD 06/15/16*

An Addendum *is used when there is a need to add additional pertinent information to the record that wasn't available at the time of the original entry.*

For example: *"The chest x-r ay report was reviewed and showed an enlarged cardiac silhouette. John Doe MD 06/15/16"*

Paper Medical Records:

- *Using a single line strike through so the original content is still readable*
- *If adding an Addendum, clearly state what information is now available*

Amendments or corrections to paper records must be clearly and permanently identified as such and must be signed and dated upon entry into the record by the person making the amendment.

Electronic Medical Records:

- *Distinctly identify any correction or addendum*
- *Provide a reliable means to clearly identify the original content, the modified content, and the date and author ship of each modification of the record*

CMS and AZPC cannot accept:

- *Creation of new records when records are requested*
- *Back-dated entries*
- *Post-dated entries*
- *Pre-dated entries*

If you have any questions, please contact the HCC department at (480) 499 -8700.

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