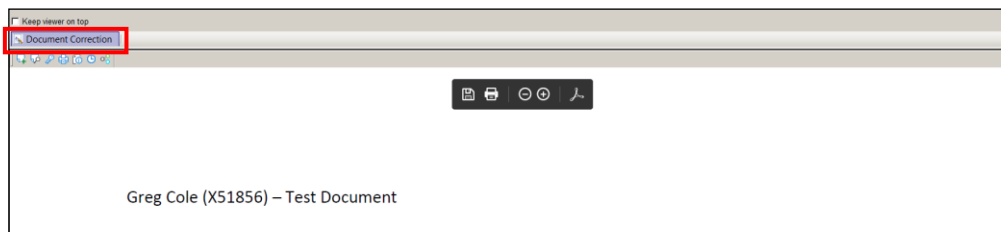


## Scanned Document Correction Button

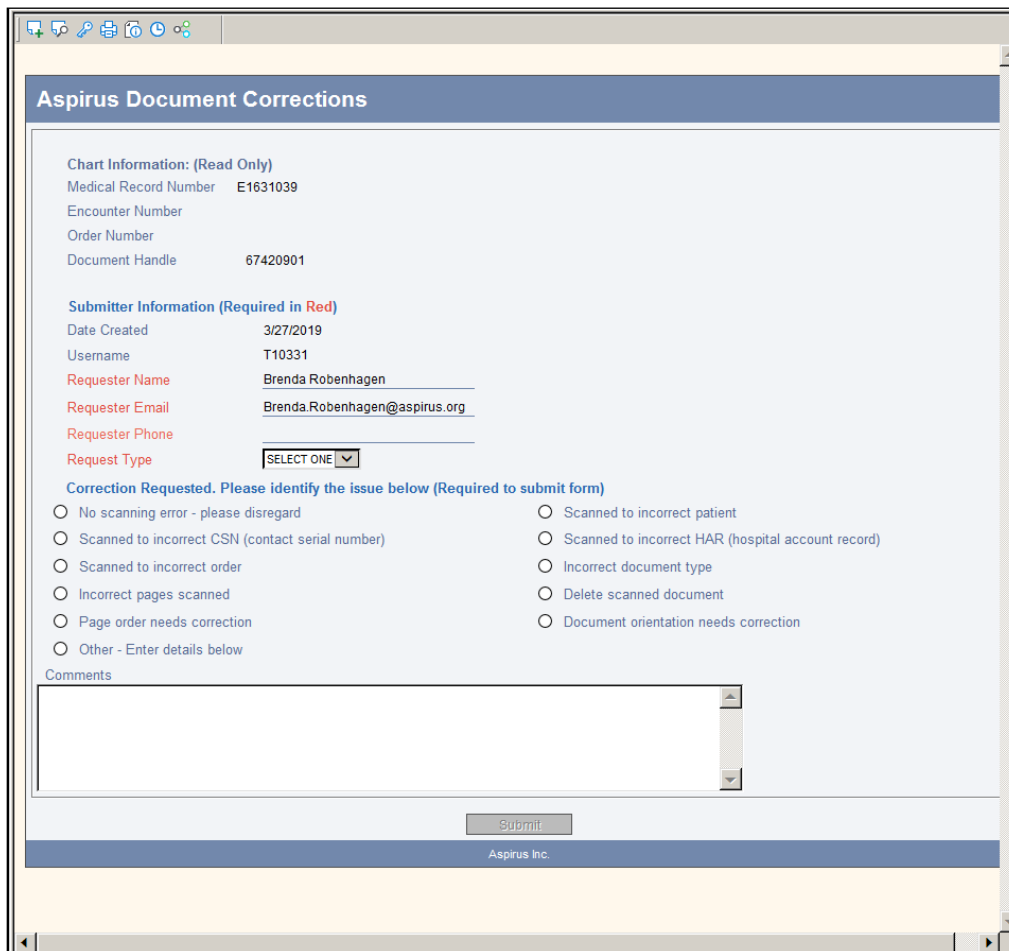
If you see that an OnBase scanned document has been misfiled in Epic, there is a new automated process to correct this. Any time you open a scan to view an OnBase document, you will see a Document Correction button located in the top left corner. All users can help keep OnBase documents filed in the correct way for increased accuracy in the electronic health record.

## Try It Out

1. From Chart Review within Epic, click a scan to view it.
2. Click the **Document Correction** button.



3. Complete all necessary fields, Correction Request and Comments.



**Aspirus Document Corrections**

**Chart Information: (Read Only)**  
 Medical Record Number E1631039  
 Encounter Number  
 Order Number  
 Document Handle 67420901

**Submitter Information (Required in Red)**  
 Date Created 3/27/2019  
 Username T10331  
 Requester Name Brenda Robenhagen  
 Requester Email Brenda.Robenhagen@aspirus.org  
 Requester Phone  
 Request Type

**Correction Requested. Please identify the issue below (Required to submit form)**

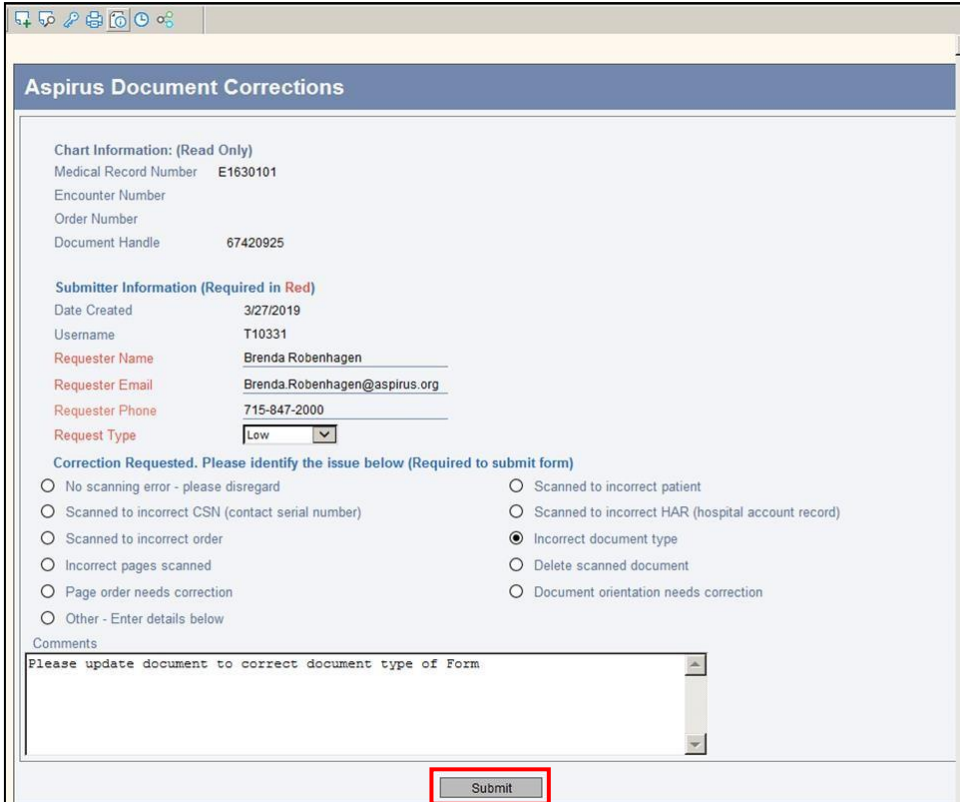
☐ No scanning error - please disregard  
☐ Scanned to incorrect CSN (contact serial number)  
☐ Scanned to incorrect order  
☐ Incorrect pages scanned  
☐ Page order needs correction  
☐ Other - Enter details below

☐ Scanned to incorrect patient  
☐ Scanned to incorrect HAR (hospital account record)  
☐ Incorrect document type  
☐ Delete scanned document  
☐ Document orientation needs correction

Comments

Aspirus Inc.

4. Once complete, the Submit button will display. Click Submit.



**Aspirus Document Corrections**

**Chart Information: (Read Only)**  
 Medical Record Number E1630101  
 Encounter Number  
 Order Number  
 Document Handle 67420925

**Submitter Information (Required in Red)**  
 Date Created 3/27/2019  
 Username T10331  
 Requester Name Brenda Robenhagen  
 Requester Email Brenda.Robenhagen@aspirus.org  
 Requester Phone 715-847-2000  
 Request Type Low

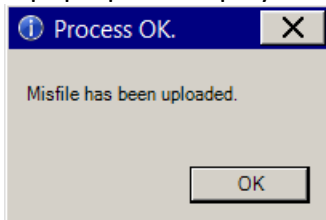
**Correction Requested. Please identify the issue below (Required to submit form)**

☐ No scanning error - please disregard  
☐ Scanned to incorrect CSN (contact serial number)  
☐ Scanned to incorrect order  
☐ Incorrect pages scanned  
☐ Page order needs correction  
☐ Other - Enter details below  
☐ Scanned to incorrect patient  
☐ Scanned to incorrect HAR (hospital account record)  
☒ Incorrect document type  
☐ Delete scanned document  
☐ Document orientation needs correction

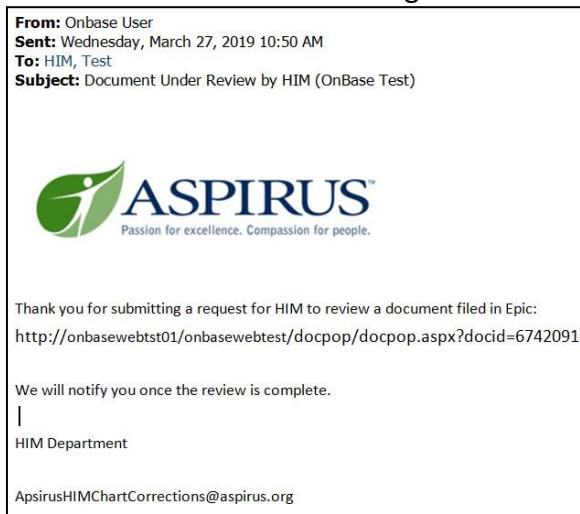
**Comments**  
 Please update document to correct document type of Form

**Submit**

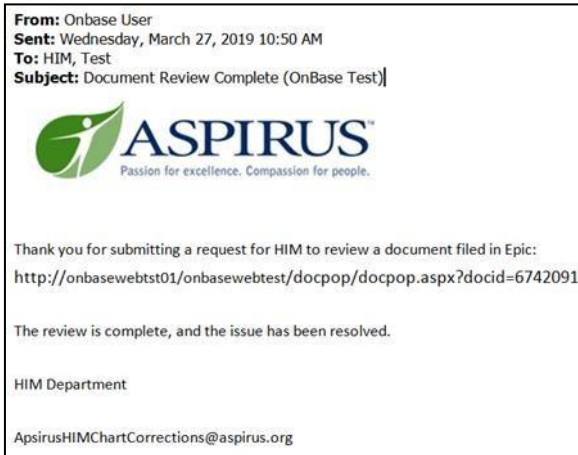
5. A pop-up will display to show that the form was successfully submitted to HIM for correction.



6. You will receive an email stating that the document is under review.



7. You will receive an email when the correction has been reviewed by HIM, and the form has been closed.



## You Can Also...

If you open a scanned document that is under review, you will see a red note.

