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## Before You Start

**Hospice Tools Mobile Apps are Fully Functional.**

**Get the Mobile Apps Here:** <https://www.hospicetools.com/hospice-tools-apps/>

**Check out our Video Library Here:** <https://www.hospicetools.com/demo/>

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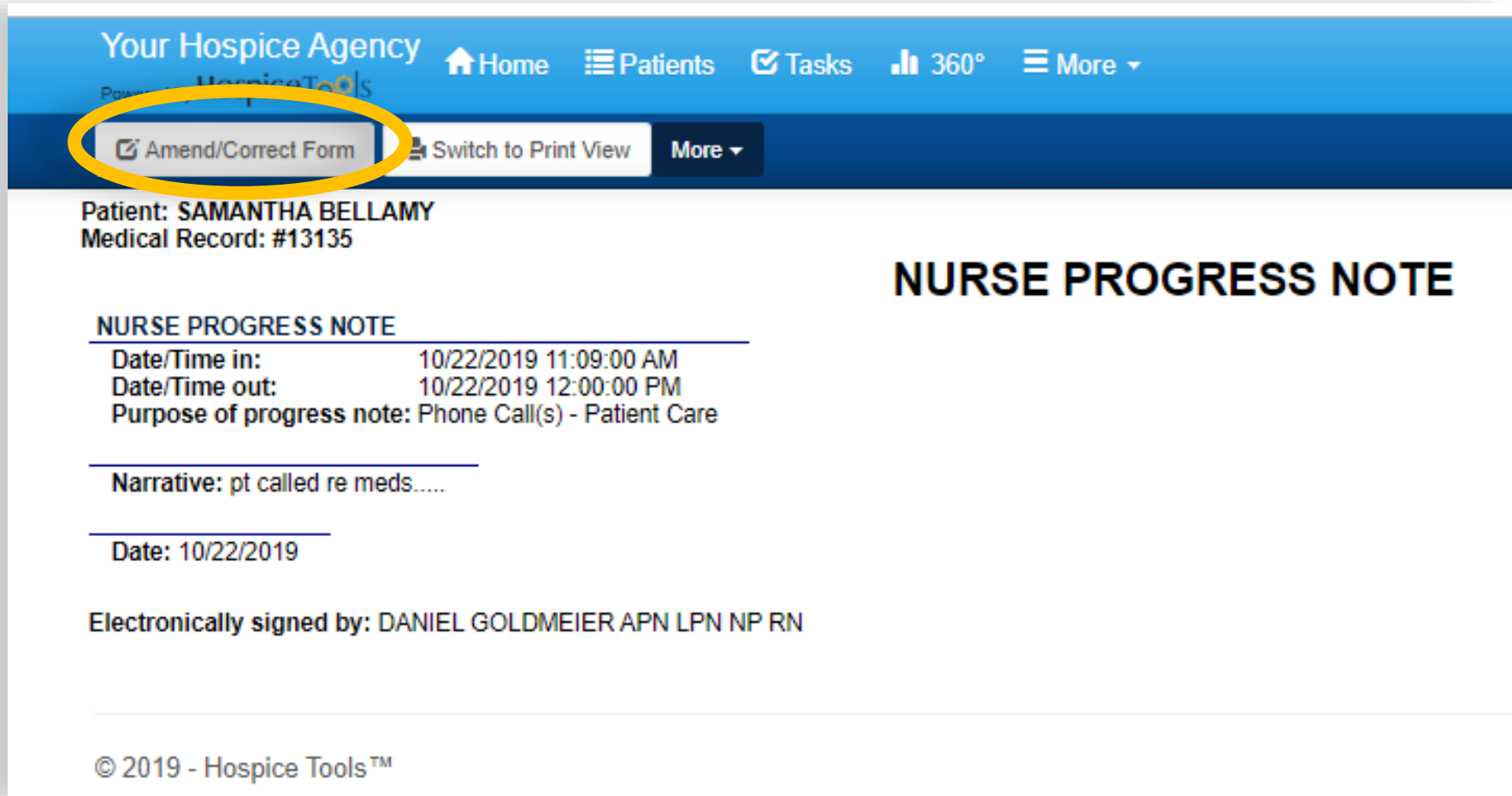
**Note: Anyone can Amend/Correct a form they created.**

**Other users can only amend/correct a form if they have the same credentials - meaning, an RN can only amend/correct theirs and other RN's forms, an aide can only amend/correct theirs and other aides' forms etc.**

**Amending/correcting a form will create a record with the esignature of the person amending/correcting the form as well as the change & the reason for the modification.**

# Amend/Correct Forms Step 1 - Select your Form

1. Select your patient
2. Select the completed/submitted document from the patient's chart that needs correcting
3. Click: Amend/Correct Form at the top left corner of the form



The screenshot displays the user interface of a hospice agency's software. At the top, a blue navigation bar contains the text "Your Hospice Agency" and several menu items: "Home", "Patients", "Tasks", "360°", and "More". Below this, a dark blue bar features a button labeled "Amend/Correct Form" which is circled in yellow, along with "Switch to Print View" and another "More" dropdown. The main content area shows patient information for "SAMANTHA BELLAMY" with medical record number "#13135". A large heading "NURSE PROGRESS NOTE" is positioned on the right. Below it, a section titled "NURSE PROGRESS NOTE" contains details such as "Date/Time in: 10/22/2019 11:09:00 AM", "Date/Time out: 10/22/2019 12:00:00 PM", and "Purpose of progress note: Phone Call(s) - Patient Care". A "Narrative" section follows with the text "pt called re meds.....". The "Date" is listed as "10/22/2019". At the bottom, it states "Electronically signed by: DANIEL GOLDMEIER APN LPN NP RN". A copyright notice "© 2019 - Hospice Tools™" is located at the very bottom left.

Your Hospice Agency

Home Patients Tasks 360° More

Amend/Correct Form Switch to Print View More

Patient: SAMANTHA BELLAMY  
Medical Record: #13135

## NURSE PROGRESS NOTE

**NURSE PROGRESS NOTE**

Date/Time in: 10/22/2019 11:09:00 AM  
Date/Time out: 10/22/2019 12:00:00 PM  
Purpose of progress note: Phone Call(s) - Patient Care

Narrative: pt called re meds.....

Date: 10/22/2019

Electronically signed by: DANIEL GOLDMEIER APN LPN NP RN

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# Amend/Correct Forms Step 2 - Edit the Form

1. After clicking Amend/Correct Form, the document will open in an editable state.
2. Click Edit next to any field(s) that need amending/correcting

Submit Changes

Form: NURSE PROGRESS NOTE  
Patient: BELLAMY, SAMANTHA (MR# 13135)  
150.9 (HEART FAILURE, UNSPECIFIED)

### NURSE PROGRESS NOTE

Date/Time in: \*

10/22/2019 11:09am

Edit

Date/Time out: \*

10/22/2019 12:00pm

Edit

Purpose of progress note: \*

Phone Call(s) - Patient Care

Edit

Narrative: \*

pt called re meds.....

Edit

Date: \*

10/22/2019

Edit

# Amend/Correct Forms Step 2 - Edit the Form

Form: NURSE PROGRESS NOTE  
Patient: BELLAMY, SAMANTHA (MR# 13135)  
150.9 (HEART FAILURE, UNSPECIFIED)

**Submit Changes**

### NURSE PROGRESS NOTE

Date/Time in: \*

10/21/2019 11:09am

Reason for Change: \*

wrong date

Cancel Edit

Date/Time out: \*

10/21/2019 12:00pm

Reason for Change: \*

wrong date

Cancel Edit

Purpose of progress note: \*

Phone Call(s) - Patient Care

Edit

**Narrative: \***

pt called re meds.....

Edit

Date: \*

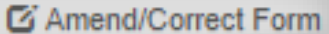
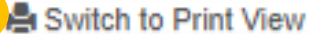
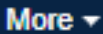
10/22/2019

Edit

1. After clicking EDIT, enter the correct information into the relevant field(s)
2. Enter the Reason for Change next to every edited field
3. Click Submit Changes

# Amend/Correct Forms Step 3 - View Updated Form

1. This is how a completed, submitted, amended form appears.
2. Modifications, reasons, esignatures appear at the bottom.
3. The new form can be amended/corrected further if need be.

Patient: SAMANTHA BELLAMY  
Medical Record: #13135

## NURSE PROGRESS NOTE

**NURSE PROGRESS NOTE**

Date/Time in: 10/21/2019 11:09:00 AM [\(See Modifications 1\)](#)  
Date/Time out: 10/21/2019 12:00:00 PM [\(See Modifications 2\)](#)  
Purpose of progress note: Phone Call(s) - Patient Care

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Narrative: pt called re meds.....

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Date: 10/22/2019

Electronically signed by: DANIEL GOLDMEIER APN I PN NP RN

**Form Modifications**

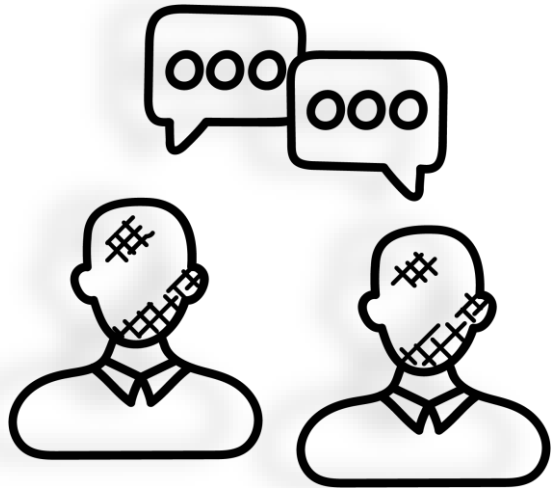
Number	Field	Previous Value	Modified On	Modified By	Reason
1	Date/Time in:	10/22/2019 11:09:00 AM	10/30/2019 10:22 AM	DANIEL GOLDMEIER	wrong date
2	Date/Time out:	10/22/2019 12:00:00 PM	10/30/2019 10:22 AM	DANIEL GOLDMEIER	wrong date

## **Amend/Correct Forms - Note on Date/Time In/Out Changes**

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- ❖ **In this example we updated the Date In & Date out of the Nurse's Progress Note.**
- ❖ **If you change the Date/Time In/Out, make sure to update that information in TimeKeeper Timesheets.**
- ❖ **The update can be done manually or through re-running AutoBuild**
- ❖ **If TimeKeeper is not updated, the date/time discrepancy will show an alert and require admin approval when payroll is run to ensure that the data is accurate.**

**[Check out our Video Library to view step by step demo for TimeKeeper Entry & AutoBuild](#)**



**We want you to get the most out of Hospice Tools and we're here to help.**

**Call us at 1-833-EHR-Tools (347-8665)**

**Email us at [support@hospicetools.com](mailto:support@hospicetools.com)**

**Check out our website at [www.hospicetools.com](http://www.hospicetools.com)**