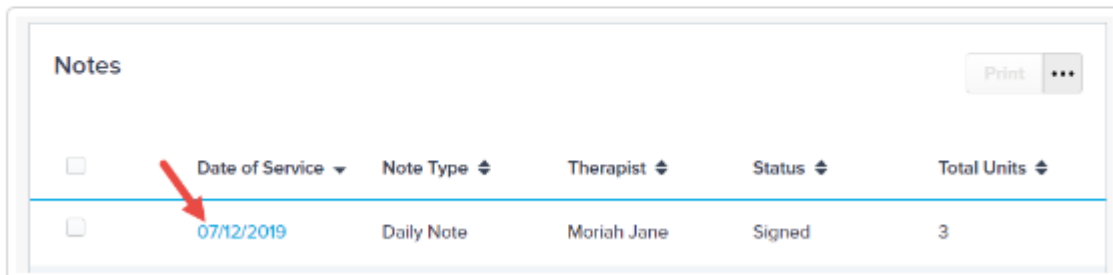


PLEASE READ PAGE 3 !!

## How to Addend a Note

Adding an addendum allows you to make changes to a previously finalized note.

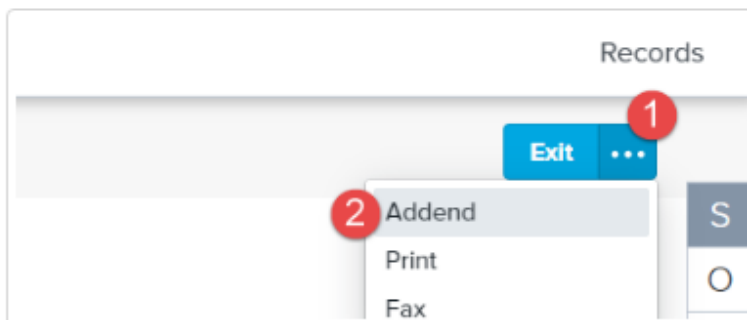
1. From the patient's Record, open the note by selecting the **Date of Service**.



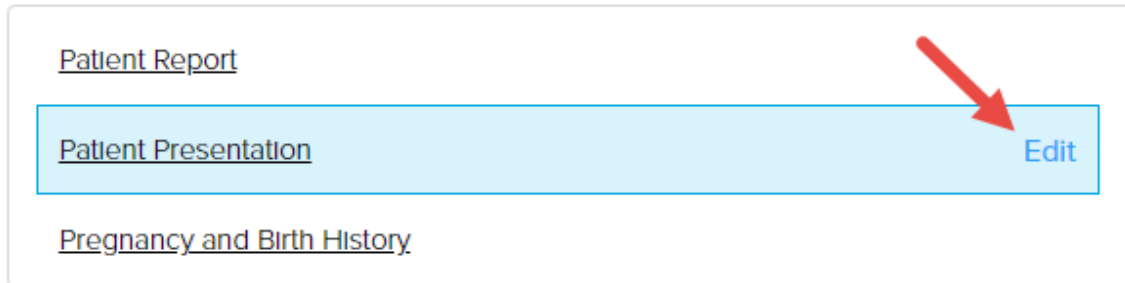
The screenshot shows a table titled "Notes" with a "Print" button and a menu icon in the top right. The table has the following columns: "Date of Service", "Note Type", "Therapist", "Status", and "Total Units". A red arrow points to the "Date of Service" column in the first row.

	Date of Service ▼	Note Type ⇅	Therapist ⇅	Status ⇅	Total Units ⇅
<input type="checkbox"/>	07/12/2019	Daily Note	Moriah Jane	Signed	3

2. Click the (1) [...] and select (2) Addend.

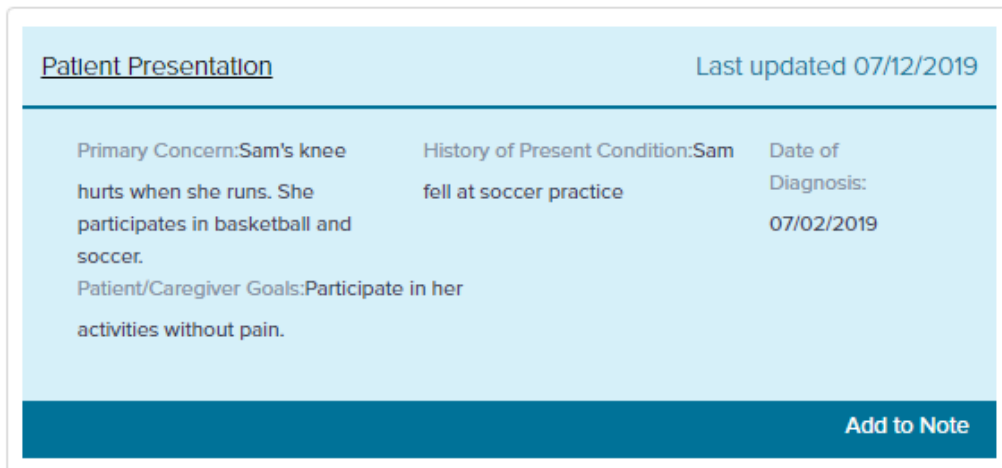


3. Hover over a subsection and click **Edit**.



The screenshot shows a list of subsections: Patient Report, Patient Presentation, and Pregnancy and Birth History. The Patient Presentation subsection is highlighted with a light blue background. To the right of this subsection is a blue button labeled "Edit". A red arrow points from the top right towards the "Edit" button.

4. If the field contains data, the standard carry-forward view will display. Click into the subsection to make updates.

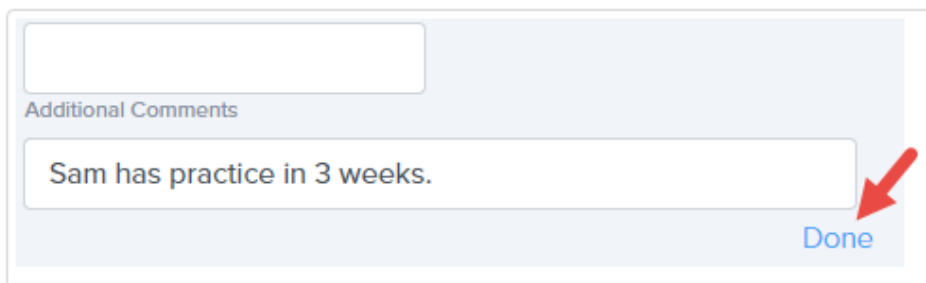


The screenshot displays the "Patient Presentation" carry-forward view. At the top left is the subsection name "Patient Presentation" and at the top right is the text "Last updated 07/12/2019". Below this is a table with three columns:

Primary Concern:Sam's knee hurts when she runs. She participates in basketball and soccer.	History of Present Condition:Sam fell at soccer practice	Date of Diagnosis: 07/02/2019
Patient/Caregiver Goals:Participate in her activities without pain.		

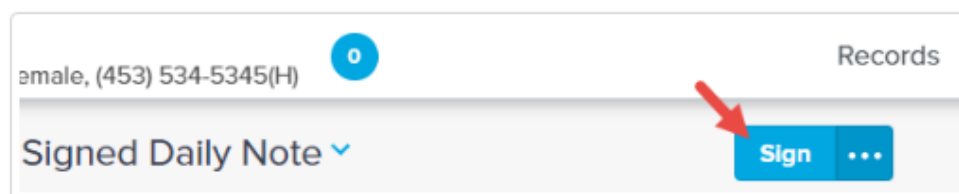
At the bottom right of the view is a dark blue button labeled "Add to Note".

5. Click **Done** at the bottom of the subsection when complete.



The screenshot shows the "Additional Comments" section. It features a text input field containing the text "Sam has practice in 3 weeks." Below the input field is a blue button labeled "Done". A red arrow points from the right side towards the "Done" button.

6. Once your changes are complete, click **Sign**.



The screenshot shows the "Signed Daily Note" interface. At the top left, it displays "Female, (453) 534-5345(H)" next to a blue circular icon with the number "0". At the top right is the text "Records". Below this is a dropdown menu labeled "Signed Daily Note" with a downward arrow. To the right of the dropdown is a blue button labeled "Sign" followed by a three-dot menu icon. A red arrow points from the right side towards the "Sign" button.

7. You will be prompted to enter a (1) **Addendum Reason**, determine whether you want to (2) **Re-bill for this visit** (billing integrations only), and click (3) **Apply**.

Addendum ×

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Reason (internal only) **1**

Added additional context to patient goals

Do you want to re-bill this note? **2**

Yes  No

---

Cancel **3** Apply

**Note:** This reason entered is internal only and will not be visible on the documentation shared with referring physicians, or in your billing software.

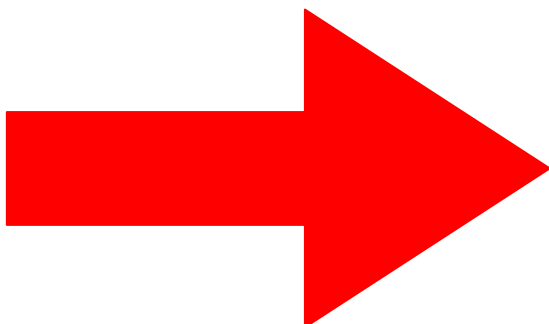
Finalize Options

<b>Finalize</b>	Updates the note with the new information that does not change the billed charges.
<b>Finalize &amp; Rebill</b>	Updates the note with the new information that directly impacts the billed charges. This will transmit the updated charges to RevFlow for rebilling.

Corrected Claim Requirements

**\*IF ANY OF THE FOLLOWING INFORMATION IS CHANGED ON A NOTE, we have to submit a corrected claim. PLEASE EMAIL [emily@pichealth.com](mailto:emily@pichealth.com) IF YOU DO AN ADDENDUM AND EDIT ANY OF THE FOLLOWING:**

**Let her know the patient last name and what you changed.**



- Date of Service
- CPT Codes
- Modifiers
- Units
- Billing Provider
- Referring Physician
- Diagnosis