
ADDENDUM

HACKETSTOWN REGIONAL MEDICAL CENTER

Division of Nursing

Index: 8620.000
Addendum: #21
Issue Date: March 1, 1990
Review Date: October, 2012

TITLE: AUTHENTICATION AND AMENDMENT OF MEDICAL RECORD ENTRIES

PROCEDURE:

1. Authentication: All entries in the record shall be dated, **timed** and authenticated by the person making the entry. Each entry shall be individually authenticated. Initials are acceptable authentication provided the initials are registered with the hospital so that they can be recognized as having been written by a particular individual.
2. Amendment of Entries Before a Record is Filed for Complete:
 - A. Any individual who discovers his own error or omission prior to chart completion shall immediately upon discovery correct the error or omission as outlined below.
 - B. Corrections may be made during the writing or electronic entry in a medical record and shall be lined through (not obliterated) and initialed by the person making the entry. The electronic record will automatically time stamp record of correction with date, time and name of person making correction.
 - C. Errors or omissions discovered at a later time shall be corrected by a separate entry in the appropriate portion of the record. The original entry shall be lined out (not obliterated). The person making the change shall sign and note the time and date of the change and reason for the change. The new entry shall also state who was notified of the change and the time and date of such notification.
 - D. Any individual who discovers his own error or omission or a possible error made by another individual shall immediately upon discovery notify the person who made the initial entry and the patient's attending practitioner and any other practitioners, nurses or other individuals who may have seen and relied upon the original entry.
3. Amendment of Entries After a Record has been Filed for Complete:
 - A. After a record has been filed for complete, no change or amendment may be made in it. However, the attending practitioner alone may make a suitably dated addendum as a progress note identifying the erroneous information elsewhere in the record and stating the correct information. If individuals other than the attending practitioner discover information in a record which has been filed for complete which they believe to be erroneous, they shall bring this information to the attending practitioner.
 - B. The foregoing is not meant to apply to omission of a signature which is later discovered to be missing. Such an entry may be signed by the person who made the entry. If it is signed after the chart has been filed for complete, the date of the signature should also be entered.