

UW Medicine - Pathology

100-02-01-06

Addendum and Amendment Reports in PowerPath Policy

Adopted Date: 07/17/09 Revision Date:
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PURPOSE

1. To ensure that the appropriate Addendum and Amendment process is used when a PowerPath report needs to be modified
2. To ensure the integrity of the medical record for patient safety, business record keeping and the ability to produce information in the same form as it existed at the time the electronically stored information was created.

SCOPE

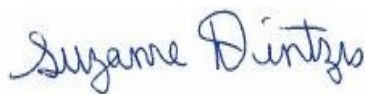
For all department personnel who are authorized to issue Amendments and/or Addendums in PowerPath.

POLICY

1. Use an **Addendum** process when information is be added to a report (e.g. to report additional studies or ancillary tests, consultation reports, or billing documentation statements).
2. Use an **Amendment** process when information in a report must be corrected (e.g. errors in diagnoses, demographic corrections, changes to report header or footer, corrections of accessioning errors, management of reports issued on incorrect patients).
3. Only Pathologists and Transcriptionist may perform Amendments.

UWMC Pathology Chief of Service:

(Signature and Date)



5/23/13

Suzanne Dintzis, MD, PhD

HMC Pathology Chief of Service:

(Signature and Date)



5/23/13

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Departmental - HMC & UWMC

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