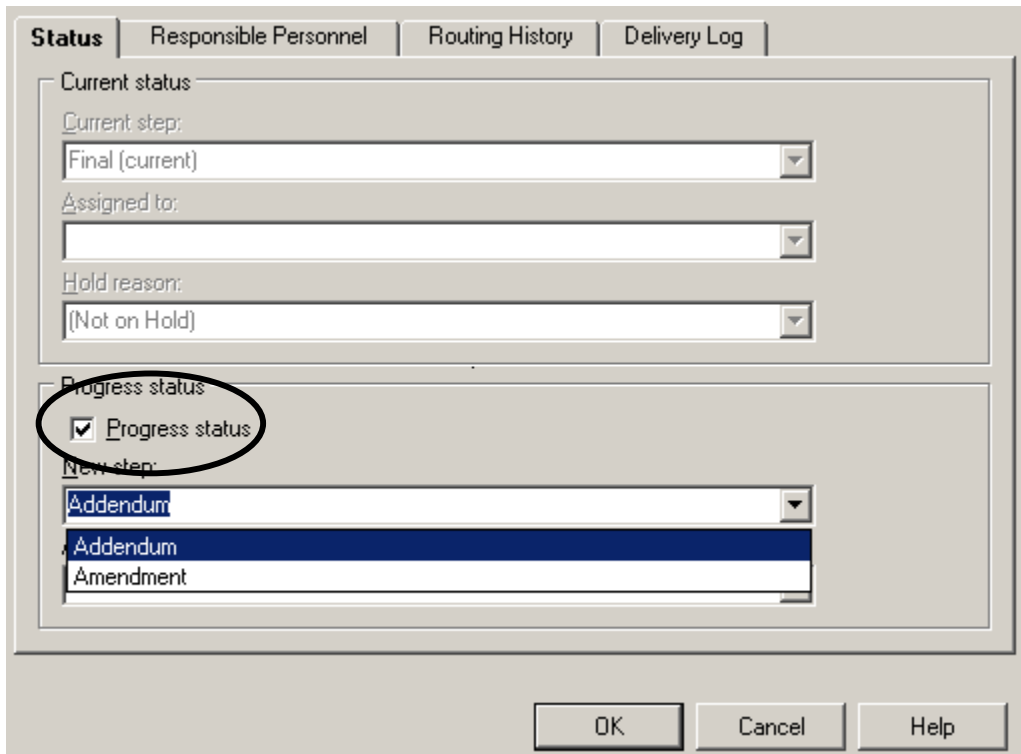


Changing or Adding Information to Signed Out Reports

An addendum or an amendment can be added to a report by going to “Case status” and check the “Progress status” checkbox. Two options will appear in the dropdown list: addendum and amendment. Select the one you want and click OK. Another window will appear and for you to select a reason from a drop-down list. A box for free text entry is also present.



The screenshot shows a software window with four tabs: "Status", "Responsible Personnel", "Routing History", and "Delivery Log". The "Status" tab is selected. It contains two main sections. The first section, "Current status", has three dropdown menus: "Current step:" (set to "Final (current)"), "Assigned to:" (empty), and "Hold reason:" (set to "(Not on Hold)"). The second section, "Progress status", has a checked checkbox labeled "Progress status" which is circled in black. Below it is a "New step:" dropdown menu that is open, showing a list with "Addendum" selected and "Amendment" below it. At the bottom of the window are three buttons: "OK", "Cancel", and "Help".

If you choose addendum, the original report remained locked and can not be altered in any way. So you should use addendum to report additional information that is missing from the original report. The system will add a heading “ADDENDED REPORT” at the top of the report. Because the original report is locked, therefore the addendum can only be added at then bottom of the original report. It is very important to begin your addendum by a heading “**ADDENDUM:**”. Failure to do so will cause the addended text not appearing in many screen and report.

If “Amendment” is chosen, the original report is unsigned and unlocked. This option should only be used in situations where the text of the original report needs to be altered. The departmental guidelines for modifying a report should be followed (see “The Surgical Pathology Report”, “Modification of an existing report”). The added or changed information must be clearly indicated. The system will add a heading to the top of the report that reads “Revised Report”.