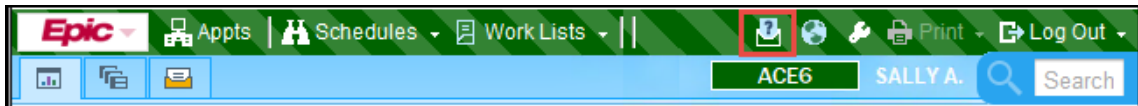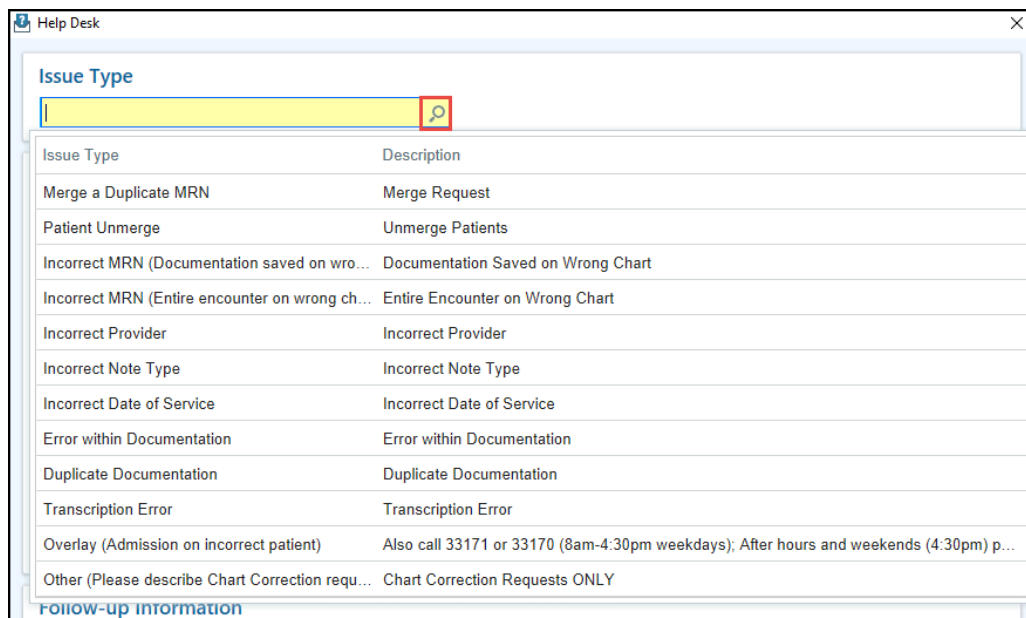# Chart Correction Request

This process is to request a Chart Correction for items such as: Incorrect Provider or Note Type, Incorrect Date of Service, Documenting in an Incorrect Patient, and other general errors with Documentation. When the request is sent, it will be routed to the Chart Corrections team to take the necessary action.

Steps To Follow

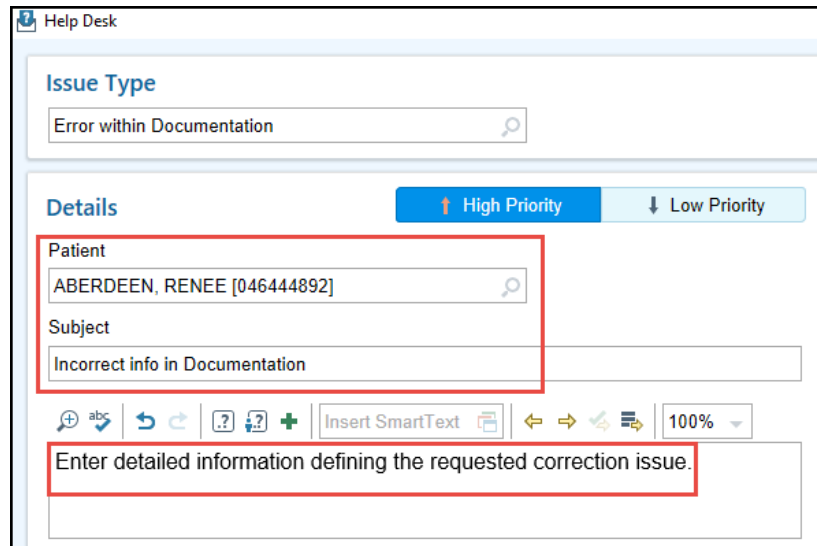1. From the Hyperspace toolbar, click the **Chart Correction Request** icon.

2. Click the **selection tool** in the *Issue Type* field.
3. Select the appropriate **Chart Correction reason** from the list of options.

4. Enter the following information:
   a. **Patient** – if you have the patient chart open when you open the Chart Correction Request, the name will auto populate. If not, click Patient Lookup to enter patient's name.
   b. **Subject** – short summary of the issue being reported.
   c. **Comments** – free text comments can be entered
   d. Select a **Priority level**.
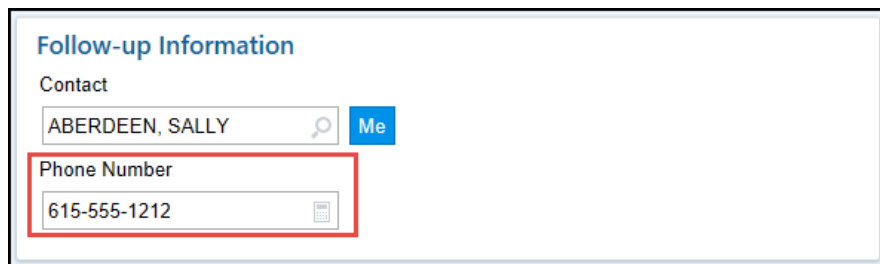
5. Enter your **phone number** for follow up information.
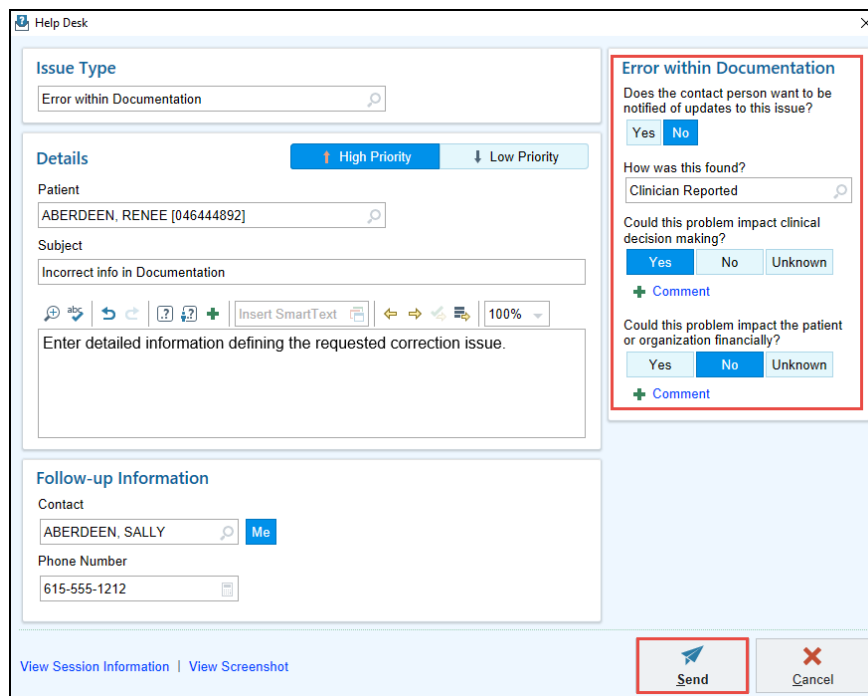
6. Complete the Issue Type specific questionnaire and click **Send.**