

REPORT DICTATED ON WRONG PATIENT – FLEX REPORTS –

- Only the author can create Flex reports
 - Requests for corrections are handled Monday – Friday, 8:00 AM – 4:00 PM
1. Dictator discovers report was created on wrong patient.
 2. Dictator creates NEW flex report under the correct patient name/visit.
 3. ****MANDATORY STEP**** Email selfedit.dictation@3sHealth.ca
 - ◆ Provide Incorrect Dictation Job ID (8-digit) and MRN of the patient to trigger report cancellation process.
 4. A “Canceled Document” disclaimer will be added to the report
 - ◆ ****CANCELED DOCUMENT**** (*Incorrect Patient*) 15-Feb-2022
 5. The report will then be available in your Fluency Flex “To Do” tab or “Awaiting Signature” inbox
 6. In Fluency Flex you will e-sign the canceled report
 - ◆ Cancellation of report will be noted in SCM, the eHR Viewer, and all previous recipients will receive a copy of the canceled document.