

CORRECTIONS PROCESS FOR FLEX REPORTS

- ★ Only the author can change the body of the report
- ★ Requests for corrections are handled Monday – Friday, 8:00 AM – 4:00 PM

1. Email selfedit.dictation@3sHealth.ca

- ◆ Provide Job ID (8-digit) and MRN of the patient

2. A “*Revised Document*” disclaimer will be added to the report

- ◆ **REVISED DOCUMENT**** (See body of report) 15-Feb-2022

3. The report will then be available in your Fluency Flex “To Do” tab or “Awaiting Signature” inbox



4. In Fluency Flex you will make the necessary corrections to your report

- ◆ Remember to **BOLD** any corrections made

5. Sign off (e-sign) the report when you are finished



Idea: View your report before signing by clicking ‘Print’