

CORRECTIONS PROCESS FOR FLEX REPORTS

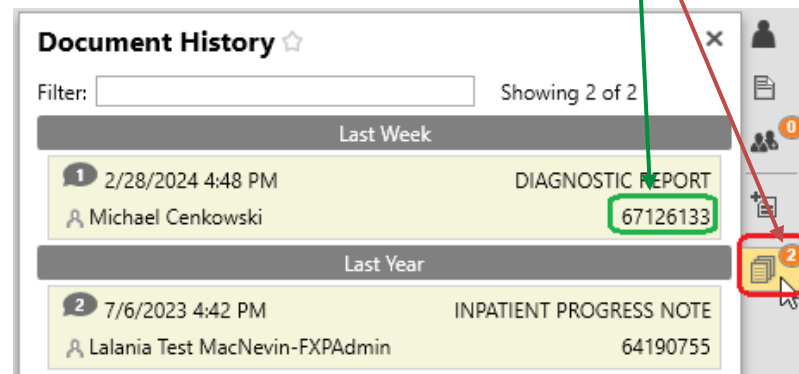
- ★ Only the author can change the body of the report
- ★ Requests for corrections are handled Monday – Friday, 8:00 AM – 4:00 PM

1. Email selfedit.dictation@3sHealth.ca

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

- **Locate the Job ID at the bottom of the printed report, OR through Flex:**

- Go into the Patient Visit in Flex.
- Click on the Document History panel on the far right.
- Find the document that needs to be removed.
- Job ID is under the name of the document type



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’ or ‘My Patients’ tab with a status of “*Signature Required*”.

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

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

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



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