

This will allow you to change an assessment's date and/or time, change the employee number, or lock an assessment that is in the Complete status. It will only work if the assessment status is unfinished, completed or locked. NO changes can be made if the assessment is in locked+Chg status. From **Main Menu** click on **Admin** tab from left panel. Click on **Fix Assessment**.

1. Enter the **Chart #** or start to type out the patient name to select the patient.
2. Select the visit.
3. Change the **Date** and/or **Time** if needed.
4. Click on **Test**.
5. If needed, change the **Employee #** and click on **Save Fixed Employee Number**. **Note that only employees with the proper security level can make changes here.**
6. After everything is verified click on **Lock**.
7. This visit will show up on the **Import Visit Charges** screen to update the Visit Entry screen.

**\*Note:** If the visit does not show up in the list, then you will need to go to **Admin > Unlock a visit**, enter the chart number, select the visits, click on **Unlock**. Then try the steps above.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50140.aspx>