Problem(s):
a. I created an order using wrong chart#
b. I created an order with the wrong doctor
c. I created an order with the wrong date
d. Order has wrong Mailed Date/Returned date
e. This is/is not an FYI order
f. Order needs to be "**Marked as Not Mailed**," or "**Marked as Not Returned**." Using these tabs, instead of manually changing the date, ensures that the date is put back to the appropriate format.

Fix:
a. **Barnestorm Office**: Make sure patient is selected on the Main screen. (If not, you will need to enter the patient manually on the Track Orders Screen.)
b. Go to **Orders**>**Track Orders**
c. Click on the order or key in the 9-digit Order#.
d. Make the necessary changes, and click **Save**.
There is additional information on the left side of this screen, that explains how this screen works.

IMPORTANT: Modifications should only be made by the designated staff member with the appropriate permissions. If the order was mailed, extra steps may be required per your agency procedures.

NOTE: If you have 2 charts that share the same order number; or an order that shows the wrong patient and/or text, this is a different issue. You will need to follow the steps in this article: Order Number Has Wrong Patient and/or Text, to resolve that issue.