



## Policy and Procedure

Policy Name:	Legal Documentation of Error Correction		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	California Department of Health Care Services under Title 22, California Code of Regulations, Section 53230. (Requires the review and certification of Primary Care Practitioner (PCP) sites.)  Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review or any superseding APL		

**Purpose:**

Errors are corrected according to legal medical documentation standards. This procedure allows for both the original entry and corrected entry to be clearly preserved

**Policy:**

The person that makes the documentation error corrects the error. One correction method is (single line drawn through the error, with the writer’s initial and date written above or near the lined-through entry). Similar variations such as (single line and initial) are also used. The corrected information is written as a separate entry and includes date of the entry, signature (or initials), and title. There are no unexplained cross-outs, erased entries or use of correction fluid.

**Procedure:**

**S.L.I.D.E. = Single, Line, Initial, Dated, Error**

\_\_\_\_\_

First Name Last Name – Title

\_\_\_\_\_

Date

\_\_\_\_\_

First Name Last Name – Title

\_\_\_\_\_

Date

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