

# Group Note Correction

Last Modified on 03/10/2022 4:16 pm EST

**Path: Main Menu > Admin Tools Menu > Group Note Correction**

## About

An entire Group Note or individual note within a Group Note can be corrected via Group Note Correction.



**User Permission:** Only users with the Main Menu Privilege, **Group Notes Correction**, can make corrections to Group Notes. This privilege is given under Maintain Users: **Maintain Users > Admin Tools section > Group Note Correction**.

## Search for the Group Note

Follow these steps to make a correction to a Group Note:

1. Navigate to Group Note Correction by following the path above.
2. Use the drop-down to select the user who entered the Group Note.
3. Enter a date range for the Group Note, and click the **Search Notes** button. The grid is populated with Group Notes based on the user and date range you entered.
4. Depending on what is being corrected, proceed to the correct section below.

## Correct an Entire Group Note

Proceed with these steps to correct a Group Note. If the entire Group Note needs to be deleted, simply click the **Delete** button at the Group Note level.

1. Double-click on the correctable fields at the Group Note level. The correctable fields are: Date of Service, Start and Stop Time (note time, not billing), Group Narrative.
2. Make the necessary correction(s).
3. Click the **Save Changes** button. You can also **Preview** the Changes or **Cancel** the Changes to revert back to the original Note.

## Correct an Individual Note within a Group Note

Proceed with these steps to correct an individual Note within a Group Note. If an individual needs to be deleted from the Group, simply click the Delete button at the individual level.

1. Navigate to the Group Note.
2. Click the **+** to expand the Group Note to display the individuals included in the Group Note.
3. Double-click in the **Note Text** field for the Goal that requires a correction be made.
4. Make the necessary correction(s).
5. Click the **Save Changes** button. You can also **Preview** the Changes or **Cancel** the Changes to revert back to the original Note.



Note: Edits to the Date of Service or the deletion of a Note within the set of Group Notes updates all billing records to the NextStep billing system (if billing has not been processed for the Notes). If billing has been processed for the Notes, then updates will add those records to the Billing Tasks List (if enabled).