POLICY: 200-050385-038

Correcting Errors Made While Charting in the Medical Record During Downtime (HUMC Policy #631)

Policy

Harbor-UCLA Medical Center shall ensure that all corrections made in the medical record shall be consistent with good medical practice. Erasures are not permitted and the use of “white ink” is prohibited.

Procedure

When an error is made while charting in the medical record, corrections must be made by the author of the original entry as follows:

- Draw a single line through the error
- Write the word “ERROR” above the line, then date, time and initial.
- Draw an “X” through the sheet if necessary. Write “RECOPIED” after your signature on the corrected sheet.