

UPDATE PROCEDURE YEAR

The update procedure year enables a program or resident to quickly change procedures for a resident who has incorrectly coded the year they did the procedure(s).

To update a procedure year you will have to login to the Case Log System.

Once logged in select **Case Entry**. From the menu, select **Update Procedure Year** (Fig. 46).

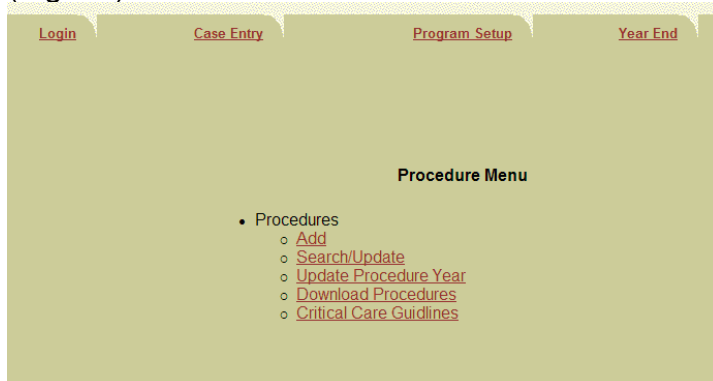


Figure 46: Case Entry

To update the resident year, first select the resident whose data needs to be updated. Then, specify the appropriate date range. Next, choose **All** to update every procedure for that resident for that date range. Finally, choose the correct year to update the procedures with. Press **OK** to proceed (Fig. 47).

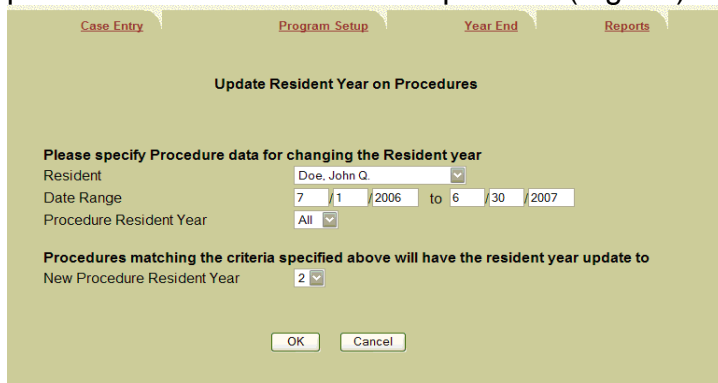


Figure 47: Update Resident Year Screen

After you click OK, you will receive a message indicating how many procedures were updated (Fig. 48).

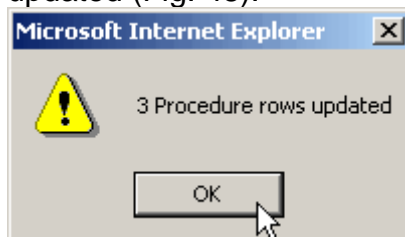


Figure 48: Update Resident Year Verification