



Monday Morning Practice Pearls #28

I made an error when entering information on a paper form, now what??

We all are human and may be prone to errors when documenting.

In an electronic system, there will be some type of strikethrough command and audit trail that allows for the new entry and records who and when that entry was corrected. But what about when using paper? Even though we don't do as much with paper these days, especially with the medical record, errors can still happen.

One of the few types of documentation we still do on paper versus in CRIS is the signing of the informed consent document though this is changing with iMED consenting. So, what happens if one of the signers (i.e., Subject, Investigator, or Witness) makes an error? The error most likely to occur is with the date. It's simple! You just draw one line through the incorrect entry, date and initial next to the drawn line, and then make the correct entry.

2014 *EN*
January 5, ~~2013~~ 1/5/14

The same procedures are used when making corrections on a survey/QOL form or a paper case report form.