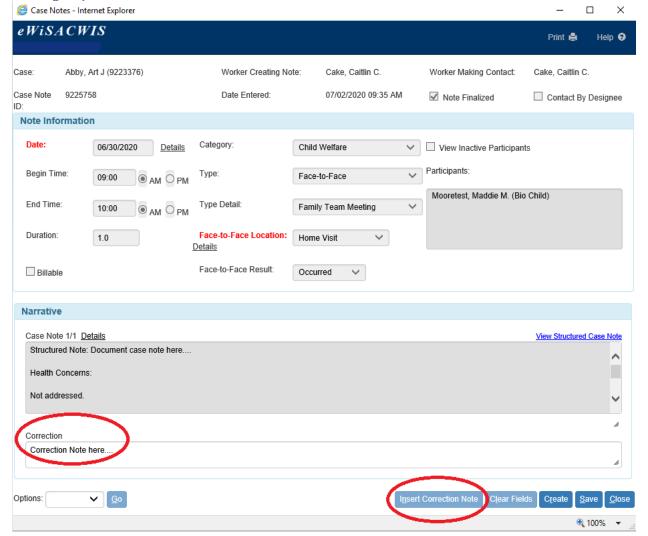
Creating Case Correction Notes

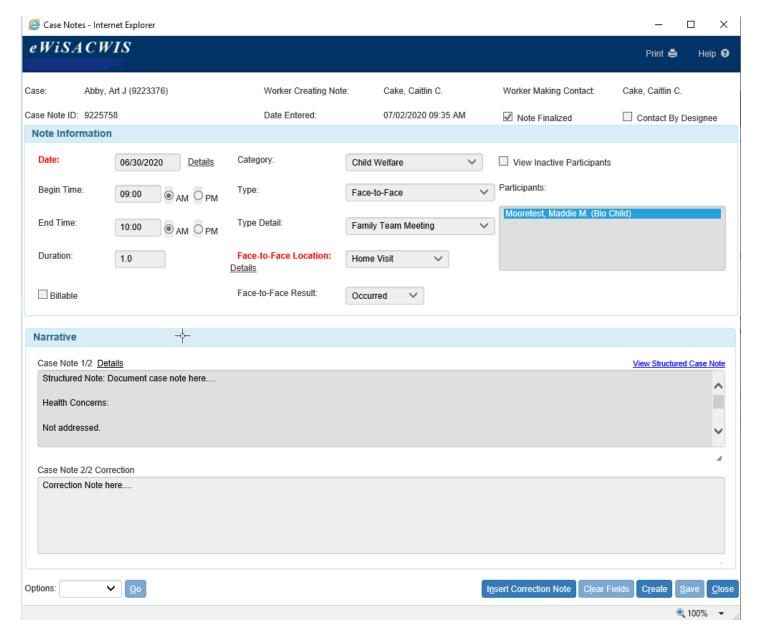
Once a case note has been finalized, the only way to update information is by adding a correction note.
Correction Notes can only be entered on cases where you are listed as the Worker Creating Note or Worker
Making Contact. To create the correction note, select the case note that needs a correction from your
desktop or via Search by expanding the case, expand the Narrative icon, and click the hyperlink to open the
note.



2. Click the 'Insert Correction Note' button and a new Correction narrative box will be editable in the Narrative group box. Enter text in the Correction narrative field and click Save.



June 2020 1



Note: Correction Notes are not editable after save.

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