

Creating Provider Correction Notes

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

Provider, Female (9221778)
Provider details: Foster Home Level 2
License status: Active-Regular
Des: Milwaukee
Provider address: 123 Main Street
Milwaukee, WI 52124 (Milwaukee County)
(608) 266-5642
Primary worker/licensor: Cake, Caitlin M., III
(123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov
Actions: Please select an action ▼

Provider, Foster (9221762)
Provider details: Foster Home
License status: Not Licensed
Des: Milwaukee
Provider address: 111 Main
Dairyland, WI 54830 (Brown County)
Primary worker/licensor: Cake, Caitlin M., III
(123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov
Actions: Please select an action ▲

View provider information

Assignments **Background Checks** **Basic** **Home Inquiries**
Licenses **Members** **Narratives** **Parent Agency**
Placements

Narratives
[OHCU](#) (Details) 10/01/2012 Cake, Caitlin M., III Licensing Finalized

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.

Provider Note - Internet Explorer

eWISACWIS

Print Help

Provider: Provider, Foster (9221762) Worker Creating Note: Cake, Caitlin M., III Worker Making Contact: Cake, Caitlin M., III
Provider Note ID: 9223411 Date Entered: 10/22/2012 04:19 PM ☒ Note Finalized

Note Information

Date: 10/01/2012 Category: OHCU
Begin Time: 08:00 AM End Time: 00:00 AM Type: Licensing Duration: 0000.0 ☐ Billable



Narrative

Provider Note 1/2
provider note here...

Provider Note 2/2 Correction 10/22/2012
Correction note entered here...

Options: Go **Insert Correction Note** Clear Fields Create Save Close

Provider Note - Internet Explorer


eWISACWIS Print  Help 

Provider: Provider, Foster (9221762) Worker Creating Note: Cake, Caitlin M., III Worker Making Contact: Cake, Caitlin M., III
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Provider Note 2/2 Correction 10/22/2012
Correction note entered here..|

Correction
Options:  Go Insert Correction Note Clear Fields Create Save Close

100%

Note: Correction Notes are not editable after save.