



## REVISING A NOTE

Every note that is turned-in is reviewed for accuracy to make sure it meets Medicaid-Standards (as described in the training page on our website).

If you get an email stating that a note needs revising, it means that something is not quite right, and it does not pass Medicaid-Standards. It could also mean you forgot to put something simple (e.g. your CFARS or FARS ID is a common mistake when doing a CFARS Note).

What do to?

- 1. Open the email – check what needs to be corrected.**
- 2. Click the link to the note that needs corrections.**
- 3. Make the changes.**
- 4. Submit the note.**

That's it.

**We ask that you return all corrections within 14 days.**

