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How to undo batch coding SOP

If you have added a batch code to patients notes in error and need to take it off the patient records, you have 7 days after the batch code has been added that you can remove the code. Follow the following procedure:

1. Go to EMIS population manager
2. Go to tab 'batch data manager'
3. Highlight the list that was added in error
4. Click 'undo' on the ribbon