OAR Guidelines for Making Legal Correction to Documents

When making corrections to hard copies of documents, the following are OAR guidelines on how to make legally acceptable corrections. Please use this as a guide when making all corrections:

Corrections to entries must be recorded by:

(A) Striking out the entry with a single line that does not obliterate the original entry or amend the electronic record preserving the original entry; and

(B) Dating and initialing the correction. [School-Based Health Services Rules 59 OAR 410-133-0320 (eff. 7/1/2016)]

(C) Late entries or additions to entries shall be documented when the omission is discovered with the following written at the beginning of the entry:

• late entry for (date)

• addendum for (date)