

# Edit a Procedure

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Once a procedure has been added, it can be edited.

1. [Search](#) for a Patient.
  2. Click **Show**.
  3. In the Main Menu, click **Admissions**.
  4. From the list of admissions, select the **ARN** (hyperlink) of the admission
  5. Scroll down to **Procedures**.
  6. Select the **Edit** button next to the relevant procedure
  7. Change any of the fields (see field listing under section Adding a New Procedure)
  8. Select:
    - a. **Save** - to update the procedure.
    - b. **Save & Add New** - to update the procedure and go to the new screen to add another procedure.
    - c. **Cancel** - to cancel and save no changes.
  9. **Note:** Any equal or lower priority procedure entries will be renumbered in priority to prevent duplicate priorities.
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