What is the difference between New Section and SOAP section fields?

When building a form, you have the option to have fields in appear SOAP format.

Before building your form, we recommend reviewing Best Practices for Building Custom Forms to help users maximize the utilization of the clinical notes feature.

Navigate to **Clinical** and select **Form Builder**.
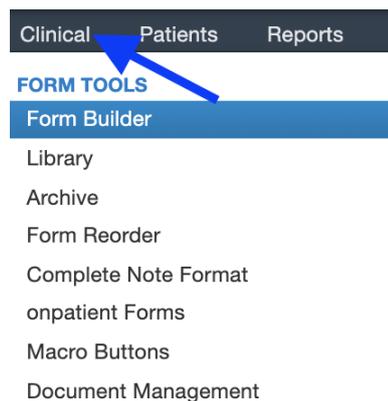
Under the Form Tools, there are two section types: **New** and **SOAP**. New Sections do not have any formatting assigned to them. When you add a field that is in SOAP section, you can assign it to the Subjective, Objective, Assessment, or Plan section of the note.
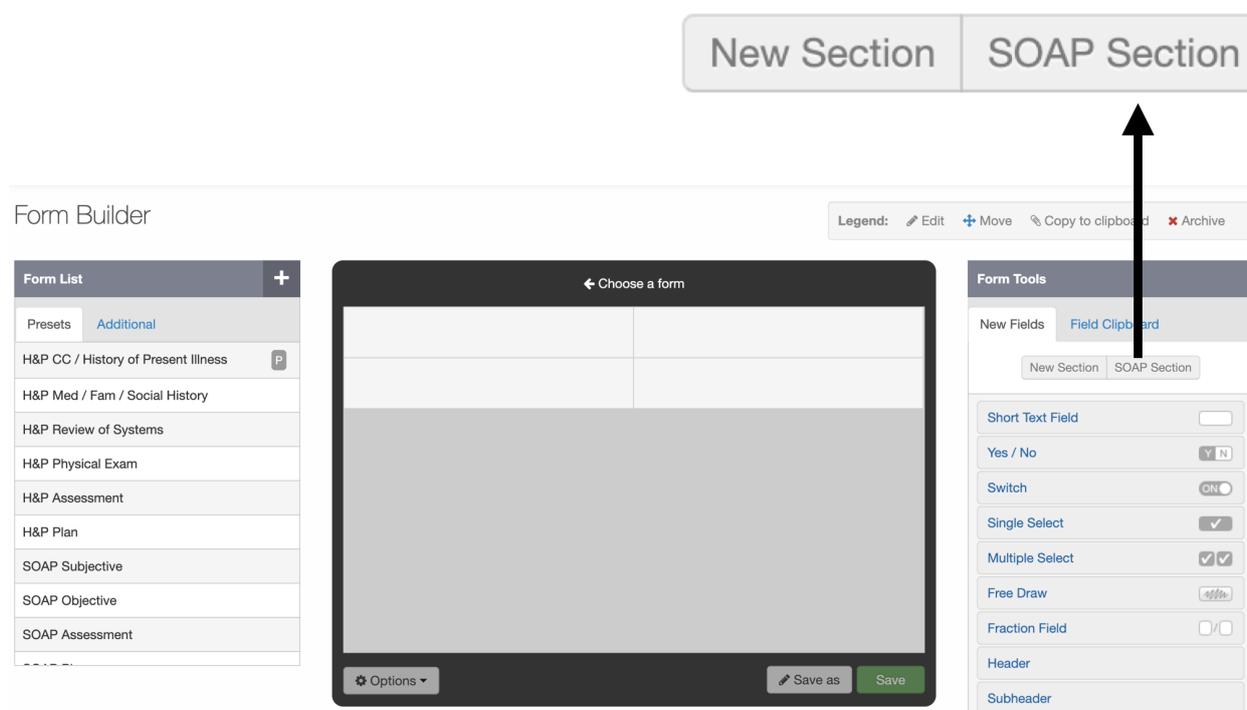
The New Section text field has only one area for generated text. With the SOAP Section field, you can have the field appear in the desired section of the note. Simply enter the text associated with the field, in the Subjective, Objective, Assessment, or Plan generated text.

Edit Field

Label Name	HPI	Try to keep it short!
	☐ Wide field ☐ Required field	
Spacing within note	☐ New Line ☐ New Paragraph	
Default value		

Generated text

Edit
Preview

ⓘ Value 👤 Patient 📅 Date 🕐 Date & Time 📅 Field Date 🕐 Field Date & Time

Header Subheader **Bold** *Italic* Underline x_2 x^2

Pt Demogr ▾ Service ▾ Date & Time ▾ System Vitals ▾ Custom Vitals ▾ Custom Pt Demogr ▾

Patient presents with: {{value}}

Billing Profile	(None) ▾
Clinical codes	

Code System	Code	Description	Units	
				+ Add New

⊘ Cancel   ✔ Update field

Edit Field

Label Name	HPI	Try to keep it short!
	☐ Wide field ☐ Required field	
Spacing within note	☐ New Line ☐ New Paragraph	
Default value		

Subjective generated text

Edit
Preview

ⓘ Value 👤 Patient 📅 Date 🕐 Date & Time 📅 Field Date 🕐 Field Date & Time

Header Subheader **Bold** *Italic* Underline x_2 x^2

Pt Demogr ▾ Service ▾ Date & Time ▾ System Vitals ▾ Custom Vitals ▾ Custom Pt Demogr ▾

Patient presents with: {{value}}.

Objective generated text

Edit
Preview

ⓘ Value 👤 Patient 📅 Date 🕐 Date & Time 📅 Field Date 🕐 Field Date & Time

Header Subheader **Bold** *Italic* Underline x_2 x^2

Pt Demogr ▾ Service ▾ Date & Time ▾ System Vitals ▾ Custom Vitals ▾ Custom Pt Demogr ▾

Assessment generated text

⊘ Cancel   ✔ Update field

ⓘ When saving a form under Additional, use the New Section field (only). This will allow proper rendering when the note is previewed. When saving Additional Forms it is important to ensure that the New Section is selected or the form will not be available when you preview note > select print sections option.

To make a SOAP field, click **SOAP Section**.

Next, create the field label and enter the information you would like to appear on the note under the appropriate section. Click Update Field when finished and repeat for other fields.

Edit Field

Label Name	New Short Text Field

Try to keep it short!

☐ Wide field ☐ Required field

Spacing within note ☐ New Line ☐ New Paragraph

Default value

Subjective generated text

Edit
Preview

🛈 Value 👤 Patient 📅 Date 🕑 Date & Time 📅 Field Date 🕑 Field Date & Time

Header Subheader Bold Italic Underline x_2 x^2

Pt Demogr ▾ Service ▾ Date & Time ▾ System Vitals ▾ Custom Vitals ▾ Custom Pt Demogr ▾

Objective generated text

Edit
Preview

🛈 Value 👤 Patient 📅 Date 🕑 Date & Time 📅 Field Date 🕑 Field Date & Time

Header Subheader Bold Italic Underline x_2 x^2

Pt Demogr ▾ Service ▾ Date & Time ▾ System Vitals ▾ Custom Vitals ▾ Custom Pt Demogr ▾

Assessment generated text

Edit
Preview

🛈 Value 👤 Patient 📅 Date 🕑 Date & Time 📅 Field Date 🕑 Field Date & Time

Header Subheader Bold Italic Underline x_2 x^2

Pt Demogr ▾ Service ▾ Date & Time ▾ System Vitals ▾ Custom Vitals ▾ Custom Pt Demogr ▾

Plan generated text

Edit
Preview

🛈 Value 👤 Patient 📅 Date 🕑 Date & Time 📅 Field Date 🕑 Field Date & Time

Header Subheader Bold Italic Underline x_2 x^2

Pt Demogr ▾ Service ▾ Date & Time ▾ System Vitals ▾ Custom Vitals ▾ Custom Pt Demogr ▾

Billing Profile	(None) ▾

Clinical codes

Code System	Code	Description	Units	
				+ Add New

⊘ Cancel ✔ Update field

In the form below each field has been assigned a SOAP section.

The note will be rendered in SOAP format.

> ℹ️ When using the option to "Print Section", the proper SOAP template must be selected to populate all of the data entered. It is also important to note that, Additional Forms that are not built using the New Section field *will not* be included in the Print section.