

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

Last modified on 01/12/2026 3:49 pm EST

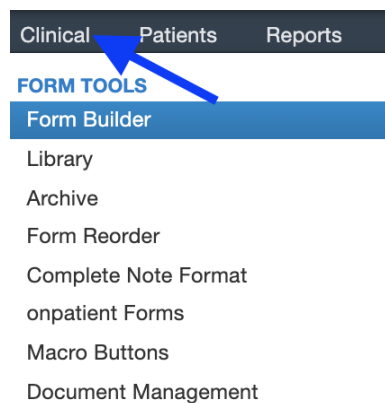


Beginning in **February 2026**, we will start retiring the legacy Form Builder as part of the transition to **Clinical Form Management**. For more details and answers to common questions, please refer to our [FAQ](#) article.

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.

New Section

SOAP Section

Form Builder

Legend: ✎ Edit ➕ Move 📋 Copy to clipboard ✖ Archive

Form List

Presets

Additional

H&P CC / History of Present Illness

H&P Med / Fam / Social History

H&P Review of Systems

H&P Physical Exam

H&P Assessment

H&P Plan

SOAP Subjective

SOAP Objective

SOAP Assessment

Choose a form

Options
Save as
Save

Form Tools

New Fields

Field Clipboard

New Section

SOAP Section

Short Text Field

Yes / No

Switch

Single Select

Multiple Select

Free Draw

Fraction Field

Header

Subheader

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 Try to keep it short!

☐ Wide field
 ☐ Required field

Spacing within note ☐ New Line ☐ New Paragraph

Default value

Edit

Preview

Generated text

Value Patient Date Date & Time Field Date Field Date & Time

Header Subheader Bold Italic Underline x₂ x²

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

Patient presents with: {(value)}

Billing Profile (None)

Code System	Code	Description	Units
<div style="background-color: #28a745; color: white; padding: 2px 5px; display: inline-block;">Add New</div>			

Cancel
Update field

Edit Field

Label Name Try to keep it short!

☐ Wide field
 ☐ Required field

Spacing within note ☐ New Line ☐ New Paragraph

Default value

Edit

Preview

Subjective generated text

Value Patient Date Date & Time Field Date Field Date & Time

Header Subheader Bold Italic Underline x₂ x²

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

Patient presents with: {(value)}.

Objective generated text

Value Patient Date Date & Time Field Date Field Date & Time

Header Subheader Bold Italic Underline x₂ x²

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

Assessment generated text

Value Patient Date Date & Time Field Date Field Date & Time

Header Subheader Bold Italic Underline x₂ x²

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

Cancel
Update field

i 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**.

Form Tools

New Fields

Field Clipboard

New Section

SOAP Section

Short Text Field

Yes / No

Y N

Switch

ON

Single Select

✓

Multiple Select

✓ ✓

Free Draw

Fraction Field

/

Header

Subheader

Reference Field

← →

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

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

x₂

x²

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

x₂

x²

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

x₂

x²

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

x₂

x²

Pt Demogr

Service

Date & Time

System Vitals

Custom Vitals

Custom Pt Demogr

Billing Profile

(None)


Clinical codes








Code System	Code	Description	Units	
				<div>+ Add New</div>



Cancel

Update field

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

SOAP Section Field Example 

HPI <input type="text"/>	
General <input checked="" type="checkbox"/>	
General WNL Multiple Select  	General Abnormal Multiple Select  
Comments <input type="text"/>	
Assessment <input type="text"/>	
Labs Multiple Select  	Lab Comments <input type="text"/>
PT Recommendations Single Select 	PT Recommendation Comments <input type="text"/>

 Options ▾
  Save as

Form Tools

New Fields

Field Clipboard

New Section SOAP Section

Short Text Field

Yes / No

Y N

Switch


ON

Single Select

✓

Multiple Select

✓ ✓

Free Draw 

Fraction Field

□/□

Header

Subheader

Reference Field

□ →

The note will be rendered in SOAP format.



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.