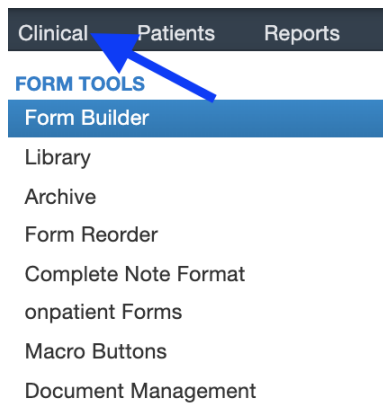


# What is the difference between New Section and SOAP section fields?

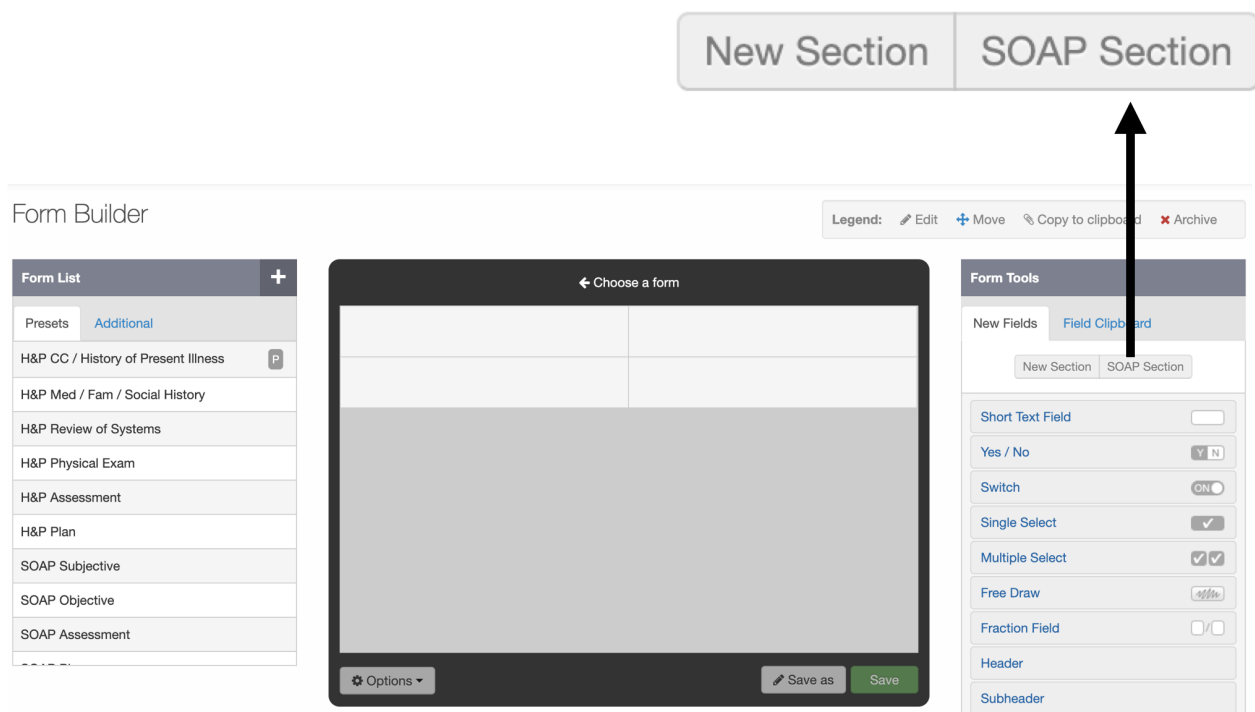
07/08/2024 7:25 pm EDT

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

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:  Try to keep it short!

Wide field  Required field

Spacing within note:  New Line  New Paragraph

Default value:

---

**Generated text**

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

Header Subheader Bold Italic Underline  $x_1$   $x^2$

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

**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**

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

Header Subheader Bold Italic Underline  $x_1$   $x^2$

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  $x_1$   $x^2$

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

---

**Assessment generated text**

**Note:** 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 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  OFF
- 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

## Objective generated text

Edit

Preview

## Assessment generated text

Edit

Preview

## Plan generated text

Edit

Preview

Billing Profile

Clinical codes

Code System	Code	Description	Units	
				<input type="button" value="+ Add New"/>

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

### SOAP Section Field Example

<b>HPI</b> <input style="width: 90%;" type="text"/>	
<b>General</b> <input checked="" type="checkbox"/> ON	
<b>General WNL</b> Multiple Select <span style="float: right;">• • • ↓</span>	<b>General Abnormal</b> Multiple Select <span style="float: right;">• • • ↓</span>
<b>Comments</b> <input style="width: 90%;" type="text"/>	
<b>Assessment</b> <input style="width: 90%;" type="text"/>	
<b>Labs</b> Multiple Select <span style="float: right;">• • • ↓</span>	<b>Lab Comments</b> <input style="width: 90%;" type="text"/>
<b>PT Recommendations</b> Single Select <span style="float: right;">• ↓</span>	<b>PT Recommendation Comments</b> <input style="width: 90%;" type="text"/>
<input type="button" value="Options"/>	<input type="button" value="Save as"/> <input type="button" value="Save"/>

### Form Tools

New Fields Field Clipboard

---

Short Text Field

Yes / No  Y  N

Switch  ON

Single Select

Multiple Select

Free Draw

Fraction Field

Header

Subheader

Reference Field

The note will render in SOAP format.

**Note:** When using the option to "Print Section", the proper SOAP template must be selected in order 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.

<b>HPI</b> back pain.	
<b>General</b> <input checked="" type="checkbox"/> ON	
<b>General WNL</b> AAOx3 x NAD x normal level of consciousness x good personal hygiene x	<b>General Abnormal</b> Please select at least one option
<b>Comments</b> Laurie Sample's physical exam was normal.	
<b>Assessment</b> Laurie Sample has high blood pressure.	
<b>Labs</b> LABS (to be done at Quest): x Electrolyte panel x	<b>Lab Comments</b>
<b>PT Recommendations</b> 3x/week/6 weeks x	<b>PT Recommendation Comments</b> Check BP everyday.

**Subjective:**

Patient presents with back pain.

**Objective:**

General WNL: AAOx3, NAD, normal level of consciousness, good personal hygiene  
 General Comments: Laurie Sample's physical exam was normal.

**Assessment:**

Assessment: Laurie Sample has high blood pressure.

Type	Code	Description
ICD-10-CM Condition	I10	Essential (primary) hypertension

**Plan:**

LABORATORY ORDERS: LABS (to be done at Quest); Electrolyte panel  
 PHYSICAL THERAPY: 3x/week/6 weeks  
 Check BP everyday.