

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

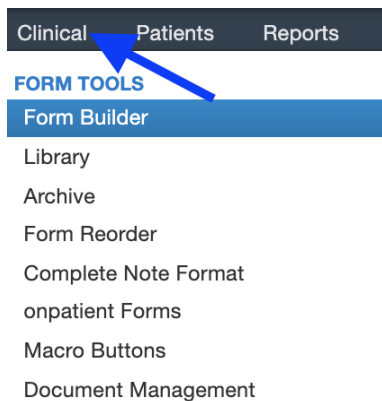
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Before building your form, we recommend reviewing [Best Practices for Building Custom Forms](#) to help users maximize the utilization of the clinical notes feature.

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.

New Section SOAP Section



Form Builder

Legend: Edit Move Copy to clipboard Archive

Form List +

Presets Additional

- H&P CC / History of Present Illness P
- 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: HPI 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 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
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

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

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	<input type="text"/>
Yes / No	<input type="checkbox"/> Y <input type="checkbox"/> N
Switch	<input type="checkbox"/> ON <input type="checkbox"/>
Single Select	<input checked="" type="checkbox"/>
Multiple Select	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Free Draw	<input type="text"/>
Fraction Field	<input type="text"/> / <input type="text"/>
Header	<input type="text"/>
Subheader	<input type="text"/>
Reference Field	<input type="text"/> <input type="text"/>

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 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

Clinical codes

Code System	Code	Description	Units	
				+ Add New

Cancel

Update field

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

SOAP Section Field Example

HPI <input style="width: 90%;" type="text"/>	
General <input checked="" type="checkbox"/>	
General WNL Multiple Select • • • ↓	General Abnormal Multiple Select • • • ↓
Comments <input style="width: 90%;" type="text"/>	
Assessment <input style="width: 90%;" type="text"/>	
Labs Multiple Select • • • ↓	Lab Comments <input style="width: 90%;" type="text"/>
PT Recommendations Single Select • ↓	PT Recommendation Comments <input style="width: 90%;" type="text"/>
<div style="display: flex; justify-content: space-between; align-items: center;"> Options ▾ Save as Save </div>	

Form Tools

New Fields Field Clipboard

New Section SOAP Section

Short Text Field

Yes / No Y N

Switch

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.

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