

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

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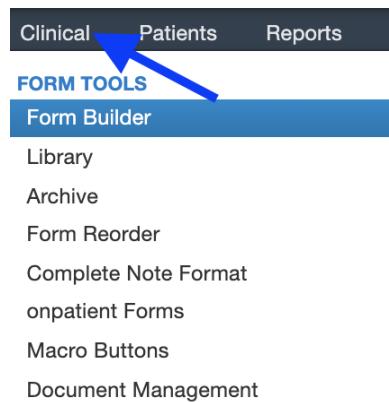


Beginning in **February 2026**, we will start retiring the legacy Form Builder as part of the transition to Clinical Form Management. For more details and answers to common questions, please refer to our [FAQ article](#).

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.

Form Builder

Legend: Edit Move Copy to clipboard Archive

New Section SOAP Section

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

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!

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

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

Patient presents with: {{value}}

Subjective generated text

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

Header Subheader Bold Italic Underline

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

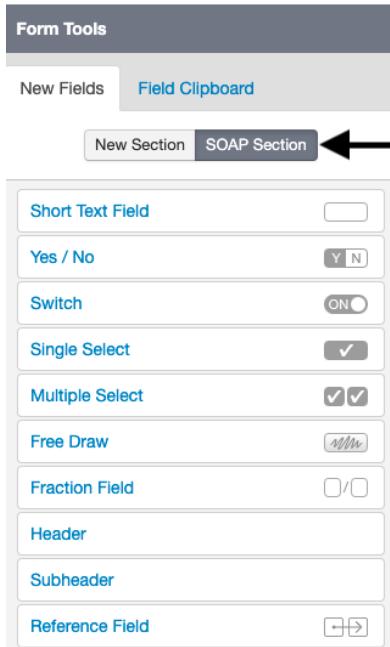
Pt Demogr. Service Date & Time System Vitals Custom Vitals Custom Pt Demogr.

Assessment generated text



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 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
<input type="button" value="Add New"/>			

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

SOAP Section Field Example

HPI			
General	<input checked="checked" type="button"/> ON		
General WNL	Multiple Select <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	General Abnormal	Multiple Select <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>
Comments	<input type="text"/>		
Assessment	<input type="text"/>		
Labs	Multiple Select <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/>	Lab Comments	<input type="text"/>
PT Recommendations	Single Select <input type="button"/> <input type="button"/>	PT Recommendation Comments <input type="text"/>	
<input type="text"/>			
<input type="button"/> Options <input type="button"/>		<input type="button"/> Save as	<input type="button"/> Save

Form Tools

New Fields	<input type="button"/> Field Clipboard
<input type="button"/> New Section <input type="button"/> SOAP Section	
Short Text Field <input type="text"/>	
Yes / No <input checked="checked" type="button"/> <input type="button"/>	
Switch <input checked="checked" type="button"/> ON	
Single Select <input checked="checked" type="button"/>	
Multiple Select <input checked="checked" type="button"/> <input checked="checked" type="button"/>	
Free Draw <input type="text"/>	
Fraction Field <input type="text"/> / <input type="text"/>	
Header	
Subheader	
Reference Field <input type="text"/> <input type="button"/>	

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.