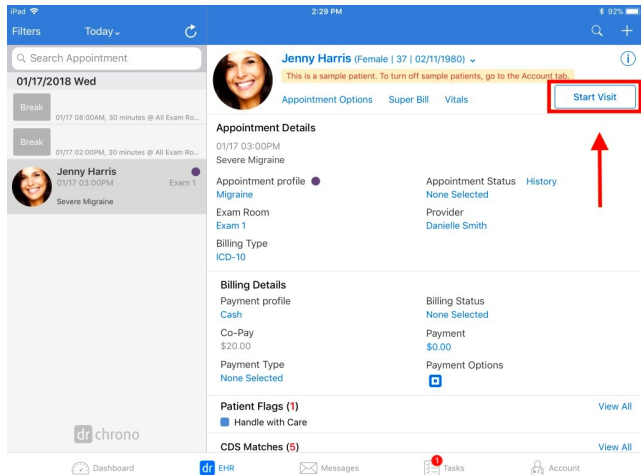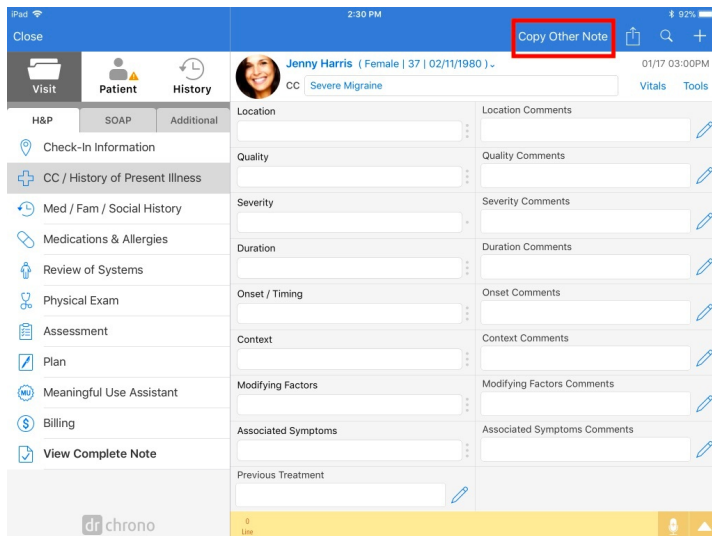# Copying a Previous Note on the iPad

Last modified on 09/25/2025 5:17 pm EDT

You can easily copy a previous note on the iPad app, saving keystrokes and increasing your efficiency.
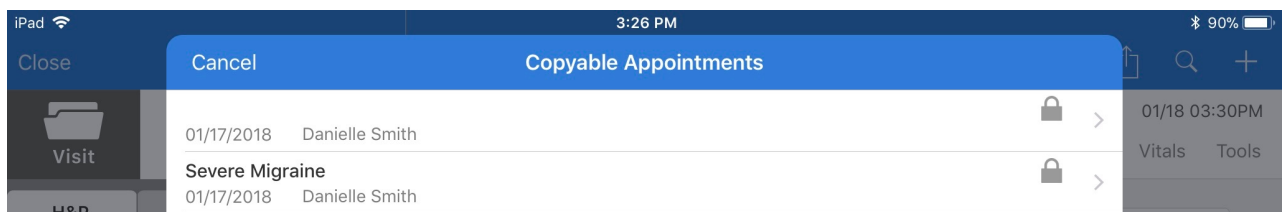
- Once logged into the DrChrono EHR application select the patient and Start Visit.

- Select Copy Other Note.

- Select the desired **Copyable Appointment**.

- After selecting the Copyable Appointment, a window will appear allowing you to choose which parts of the note to copy, including Clinical Info, H&P, SOAP, and Additional Menu Options. The Copy Previous Note pop-up displays the exact names of forms as they appear in the H&P, SOAP, and Additional tabs within the clinical notes screen. By default, the forms in the Additional section are listed in alphabetical order.
- Select individual forms, or choose all forms for H&P or SOAP notes. Use the options at the bottom to clear or

select all.

- Click Copy this Note to copy the selected content.

Copying Previous Notes: Notification Warning

When you copy a previous note, a notification banner will appear with the following message:
"Copying previous note. Please keep this window open until it finishes. You can press ESC to exit early, but the data may not be copied correctly."

This warning helps ensure that the copying process completes properly for accurate data transfer.

Billing Codes

- To copy forward any billing codes documented in the selected appointment to the current appointment with the copy previous note button, please select the checkbox for the billing form.

- Persistent forms will not copy forward the billing codes. You must select the "Billing" option to copy forward billing codes from one appointment to another.