

# How do I search for unlocked/unsigned clinical notes on my iPad?

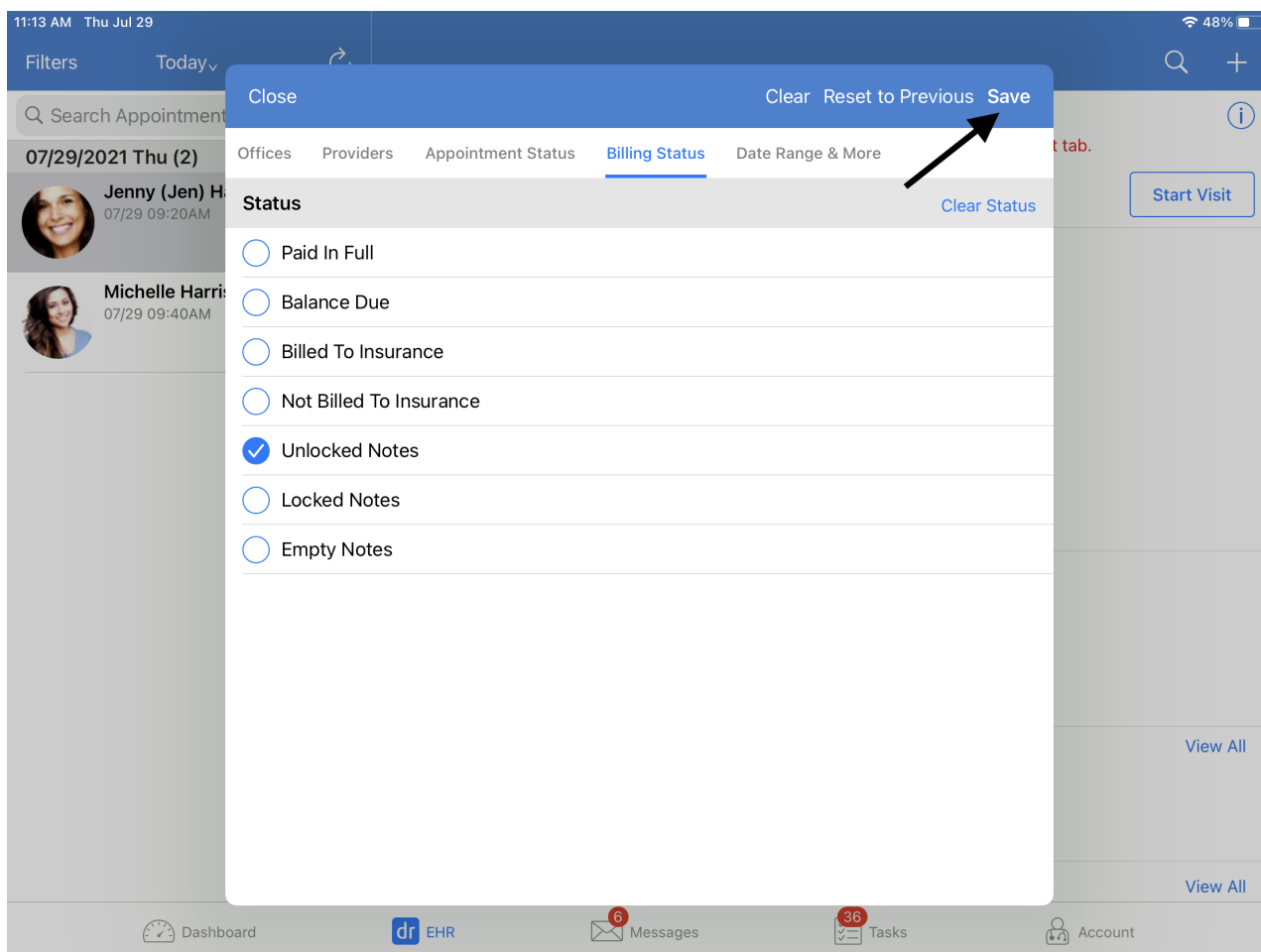
07/08/2024 7:32 pm EDT

If you would like to view which clinical notes you have not locked and signed, you may use the filter function on your iOS device to view your unlocked notes.

To access filters on your iPad, on your EHR navigation tab, select **Filters** in the upper left-hand corner.



When you select **Filters**, a selection pane will appear. Here, select the **Billing Status** tab and **Unlocked Notes** in the **Status** column and select your desired date range. When complete, select **Save** in the upper right-hand corner.



After clicking **Save**, your left-hand appointment pane will populate with only unlocked clinical notes.

Filters (1)

Today



Search Appointment

07/29/2021 Thu (1)



Michelle Harris  
07/29 09:40AM

Exam 1



Michelle Harris (Female | 21 | 10/14/1999)

This is a sample patient. To turn off sample patients, go to the Account tab.



Appointment Options Super Bill Vitals

Start Visit

Appointment Details

07/29 09:40AM, 30 minutes

Appointment profile  
None Selected

Office  
Mountain Time Office

Provider  
James Smith

Supervising Provider  
None Selected

Appointment Status  
None Selected

Exam Room  
Exam 1

Billing Type  
ICD-10

Billing Details

Payment profile  
Cash

Co-Pay

Billing Status  
None Selected

Total Payment Add History  
\$0.00

Patient Flags

No Flags

View All

CDS Matches (1)

1. Adult Immunization Schedule Age: 19-21

View All

Vitals

View All

Dashboard

dr EHR

6 Messages

36 Tasks

Account