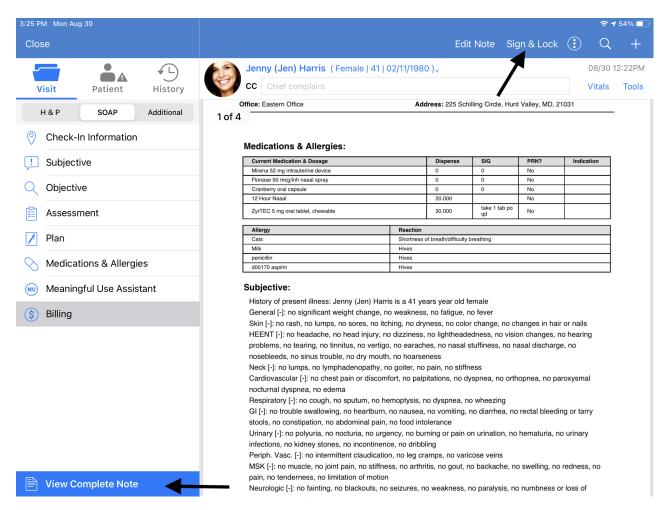
## Signing and Locking a Clinical Note on the iPad

07/08/2024 7:33 pm EDT

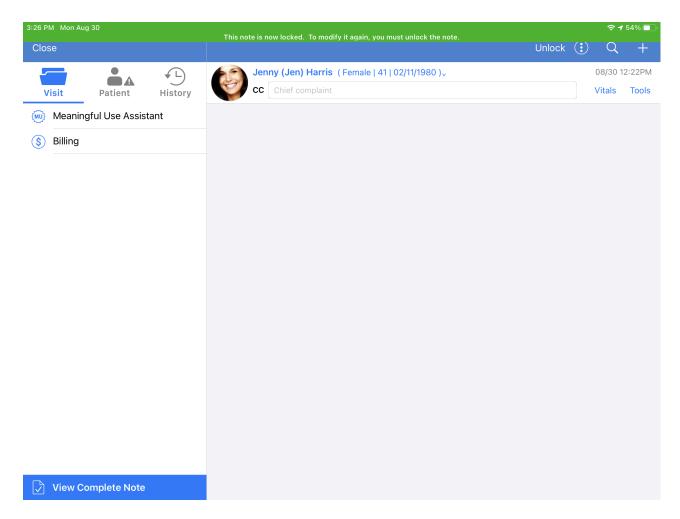
To sign a note in the EHR/EMR app, you need to have started a visit and filled out the H&P/SOAP or Additional forms for a patient.

After all your templates have been filled out, select **View Complete Note** at the bottom left-hand side of the page.

Read over your note to verify its contents then select **Sign & Lock** in the upper right-hand corner of the page.



If the note was signed and locked successfully, you will see a green bar at the top of the page indicating that the note has been locked.



The note will have an e-signature with a time and date stamp. You may unlock the note by tapping on the **Unlock** button.

