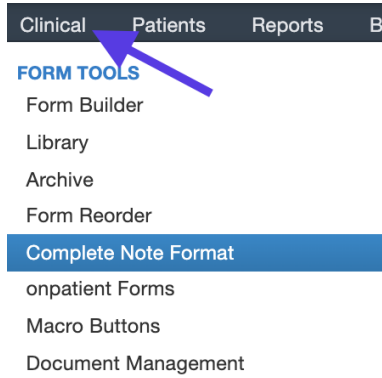


How do I reorder my note?

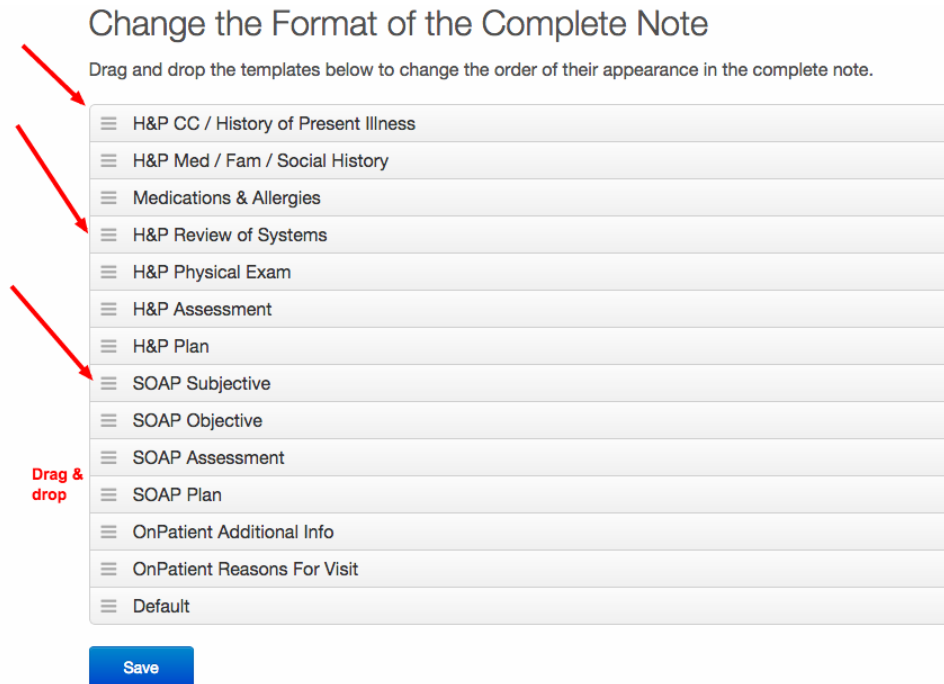
Last modified on 10/16/2024 1:33 pm EDT

The Complete Note Format feature allows you to change the order in which the sections (templates) appear on your clinical note so that your final note renders in the order you would like.

1. Please hover your cursor over the **Clinical** tab and go to **Complete Note Format**.



2. Drag and drop the template slides to the order you would like for your finalized note. Then click **Save**.



To view your changes, click **Preview Note** on a yet-to-be-locked clinical note.

H&P SOAP ADDITIONAL APPS

Preview Note

onpatient / Check-In

CC / History of Present Illness

Med / Fam / Social History

Medications & Allergies

Review of Systems

Physical Exam

Assessment

Plan

Billing



Changes made with Complete Note Format will only impact unlocked notes. It will not change the format of signed and locked notes.