

Making a Form Persistent

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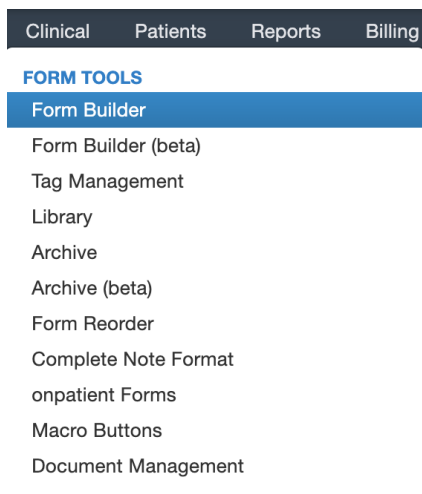
Before building your form, we recommend reviewing [Best Practices for Building Custom Forms](#) designed to help you make the most of the clinical notes feature.

Making a form persistent allows you to automatically copy the information entered for a patient in a specific form for all their future visits once it has been entered in the clinical note.



Making a form persistent will not make any changes to signed and locked notes.

1. Go to **Clinical > Form Builder**.



2. Select the form you wish to mark as persistent, click **Options**, and choose **Make Form Persistent** from the menu.

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

SOAP Plan

Share

Library Email Facebook Twitter

H&P Med / Fam / Social History

Medical History ON

Past Medical History Past Medical History Freewrite

Past Surgical History Comments

Childhood illnesses Comments

Make Form Persistent

Hide Form Name Header

Set as Default Form

Exclude from Complete Note

Reset to Default

Duplicate Form

Clear Form

Options

Save as Save

3. Once the form is persistent, you will see a letter 'P' next to the template name.

Form List +

Presets **Additional**

H&P CC / History of Present Illness **P**

H&P Med / Fam / Social History **P**

H&P Review of Systems **P**

If you would like to undo the persistent setting for a form, follow the same steps and select **Make Form Not-Persistent** from the options menu.