Making a Form Persistent

> ℹ️ 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.

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

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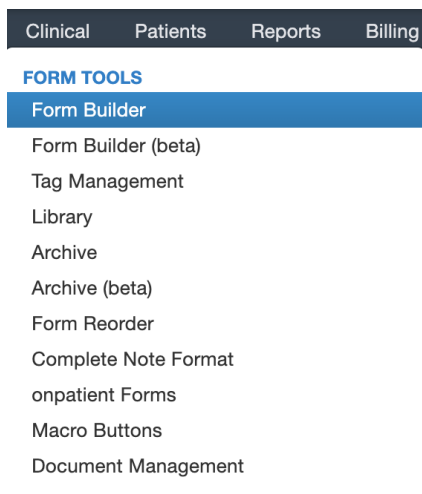
2. Select the form you wish to mark as persistent, click **Options,** and choose **Make Form Persistent** from the menu.

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

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.