

Setting a Form as your Default Template

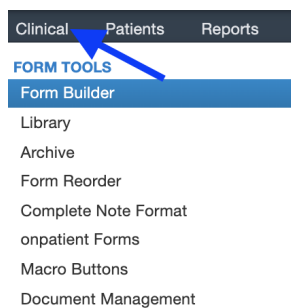
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Setting a form as default gives you the option to make a template as your default template, so when you go to the clinical note section, the system will automatically take you to the template that is set as your default.

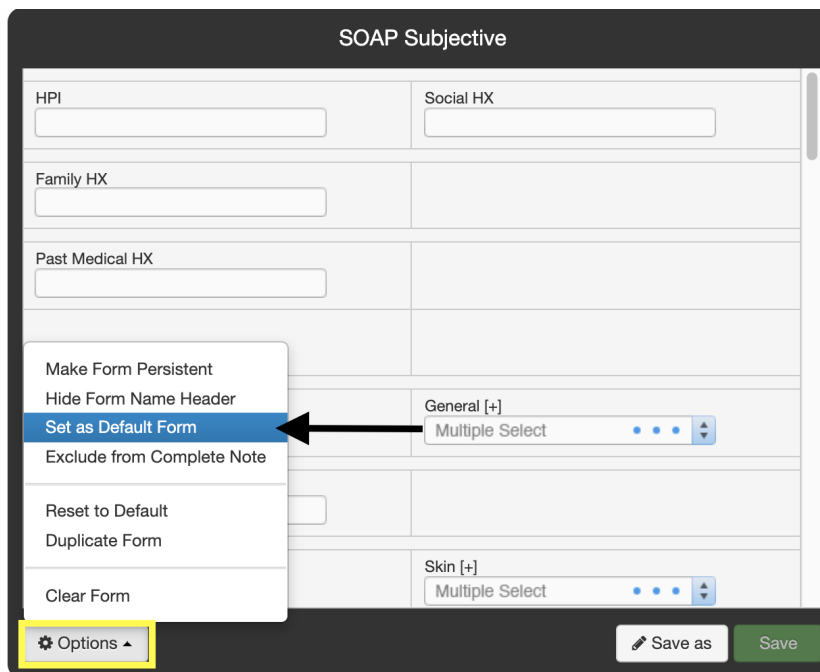
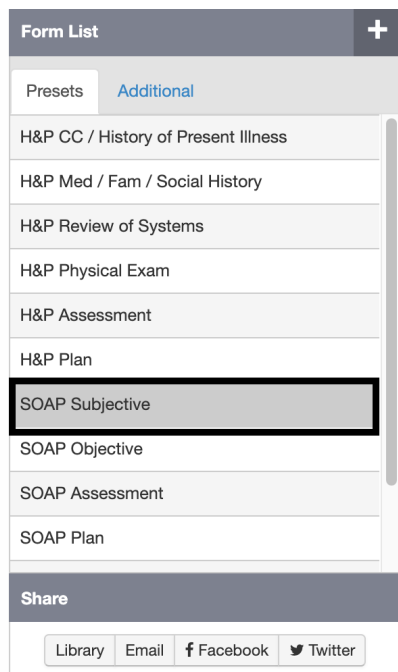
Without setting a default form, whenever you go to the clinical note section it takes you to the CC/History of Present Illness template.

To change the default form:

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



2. Select the form you wish to set as default and click on **Options** and choose **Set as Default Form** from the menu.



3. Once the form is **Set as Default**, you will see a letter 'D' next to the form name.

SOAP Subjective

D

SOAP Objective

SOAP Assessment

SOAP Plan

If you would like to undo the default setting for a form, follow the same steps and select **Remove Default Status** from the options menu or set a different form as default.
