Charting By Exception

Charting by exception allows providers to quickly include pre-filled information while charting. By saving time with charting by exception, you gain it back to spend with your patient.

This functionality is available on each form builder field except for Free Draw, Header, Sub Header, and Reference fields because no interaction occurs with those fields.

1. Hover your cursor over the **Clinical** tab and click on **Form Builder**. Once you're on that page, please click on one of the fields.
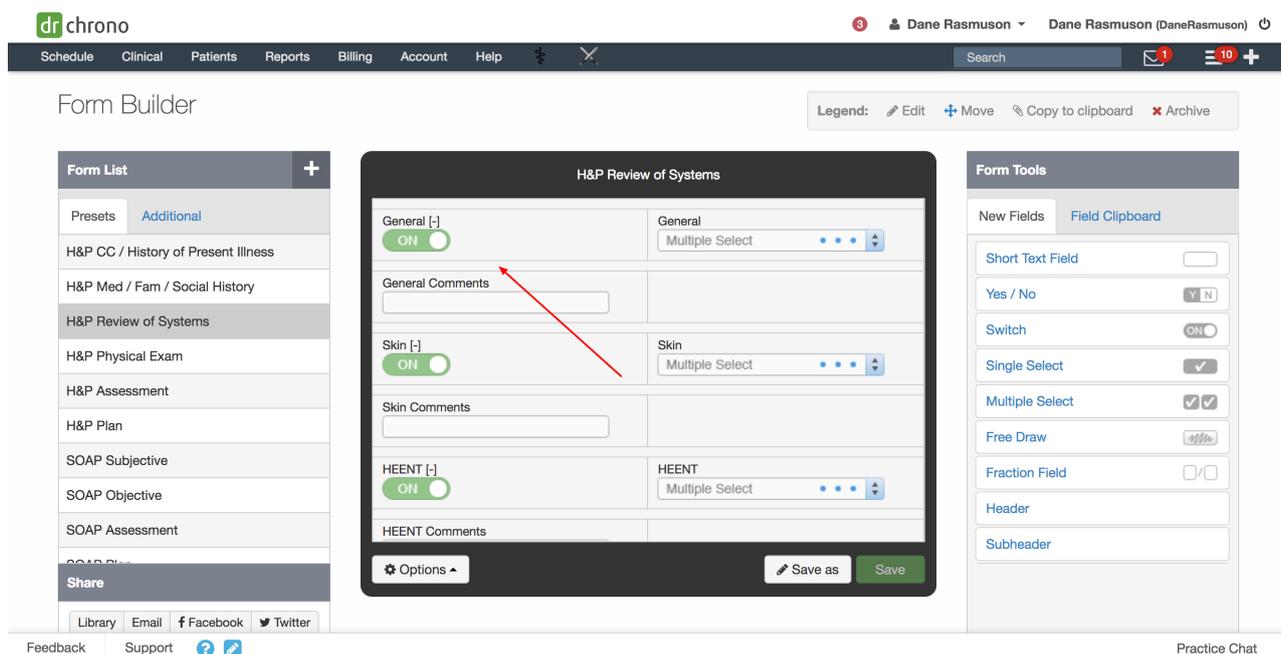
2. Once you click into a field (as long as it requires interaction) you'll notice a **Default Value** switch. Simply toggle the switch to the **On** position.
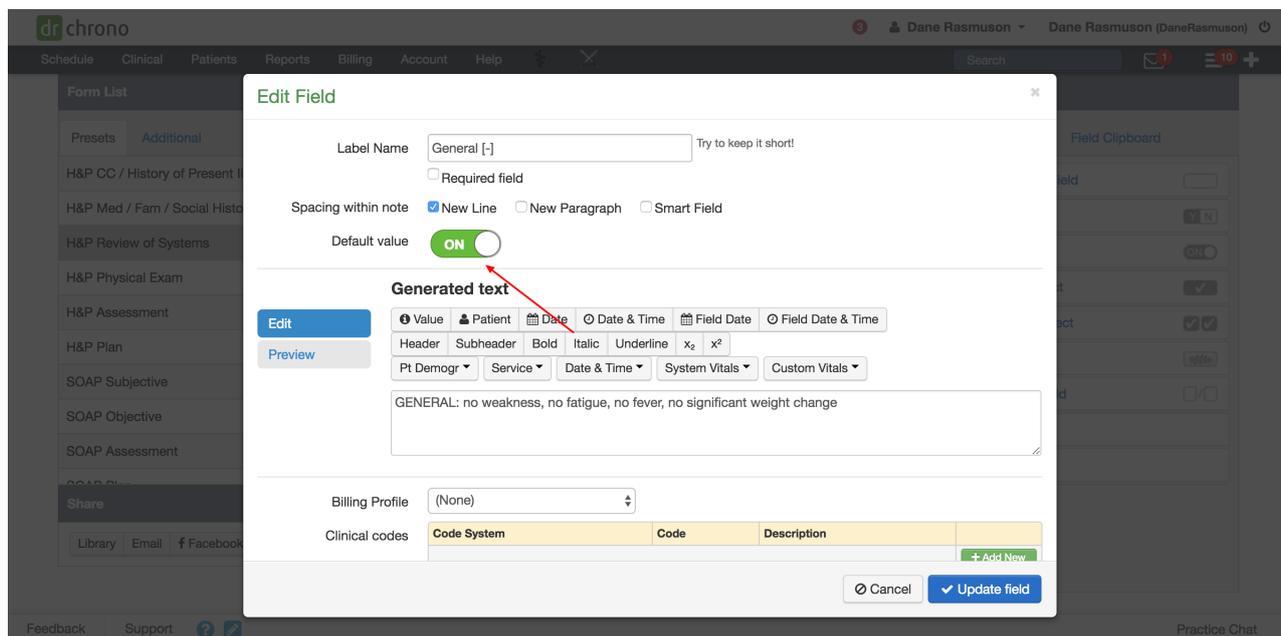
For single and multiple select fields, click **Default** next to the value(s) you would like to populate by default.
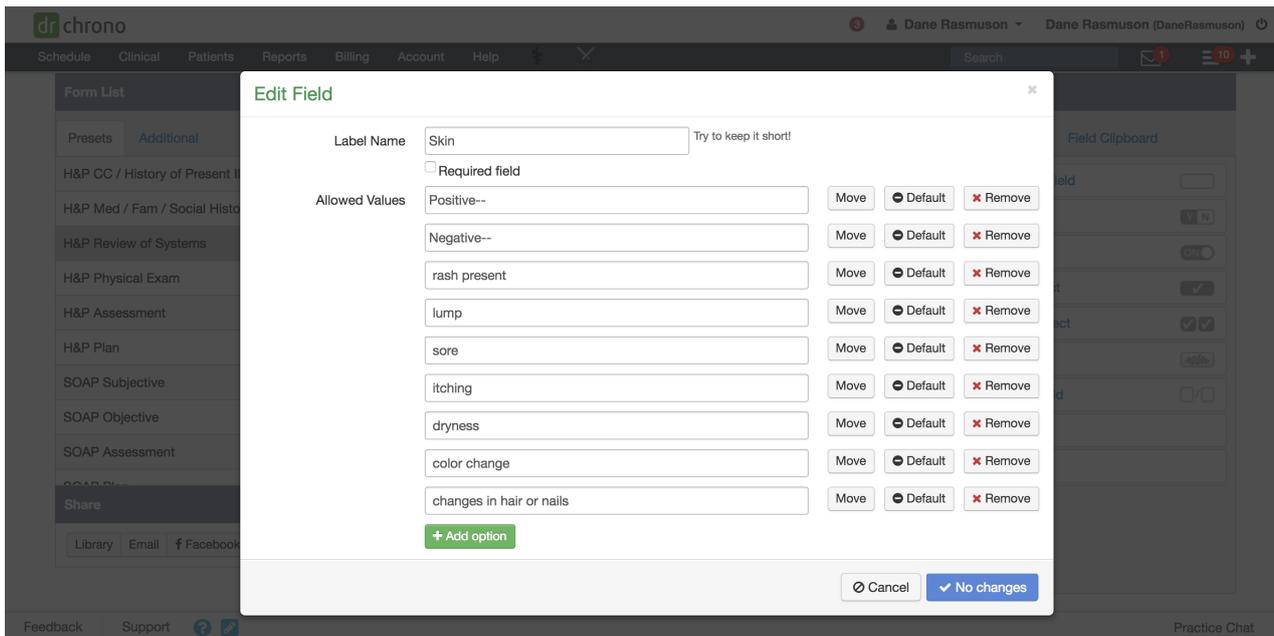
Once configured, every time you start a note, all of your default fields will be automatically applied.
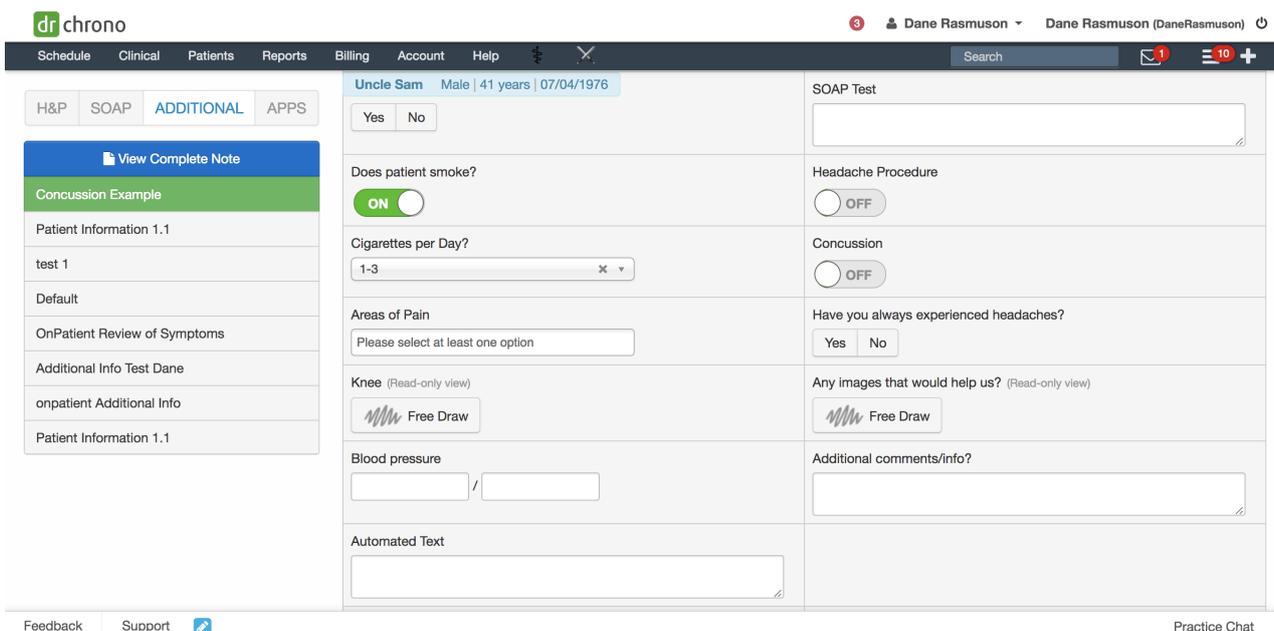
Default Value fields will not appear in a clinical note unless the setting **Include in Note** is switched on. This field is switched off by default.

Note: Default field values will be overwritten if the **Copy Previous Note** feature is used.