

# Why do I have to lock clinical notes when I archive/delete a field or form?

Last modified on 10/16/2024 2:48 pm EDT

You may have noticed when trying to delete a whole form or field from the form, you see a notice that you need to lock certain clinical notes before deleting the fields or form.

## Form Builder

Legend:

**Form List** +

Presets Additional

- Consent for Injection
- Work/School Excuse Form
- Eye Exam
- Sample Form
- Billing Codes to Forms Sample
- Trigger Point Injection Form
- Lumbar Facet Joint Injections**
- CERVICAL SPINE ASSESSMENT
- Consent Practice Demo
- Consent Free Draw 2
- Physical Exam Multiple Select

**Lumbar Facet Joint Injections**

Chief Complaint  Lumbar Physical Exam

# injection in the current series  
Single Select

Relief from previous injection  
Single Select

Complications  
 YES  NO

Complication comments

Procedure Dx, Therapeutic or both   
Single Select

Bilat FJI L3-4,L4-5,L5-S1  
 ON

Side  
Single Select

First Level  
Single Select

Similar proc was performed on levels  
Multiple Select

When you click on the X to remove the form or field, you will see a message with a list of the unlocked clinical note(s). If the notes are not signed and locked, you will not be able to archive the form or field until they are locked. The reason for this is to preserve the data entered on the form or field while charting so it is not lost.

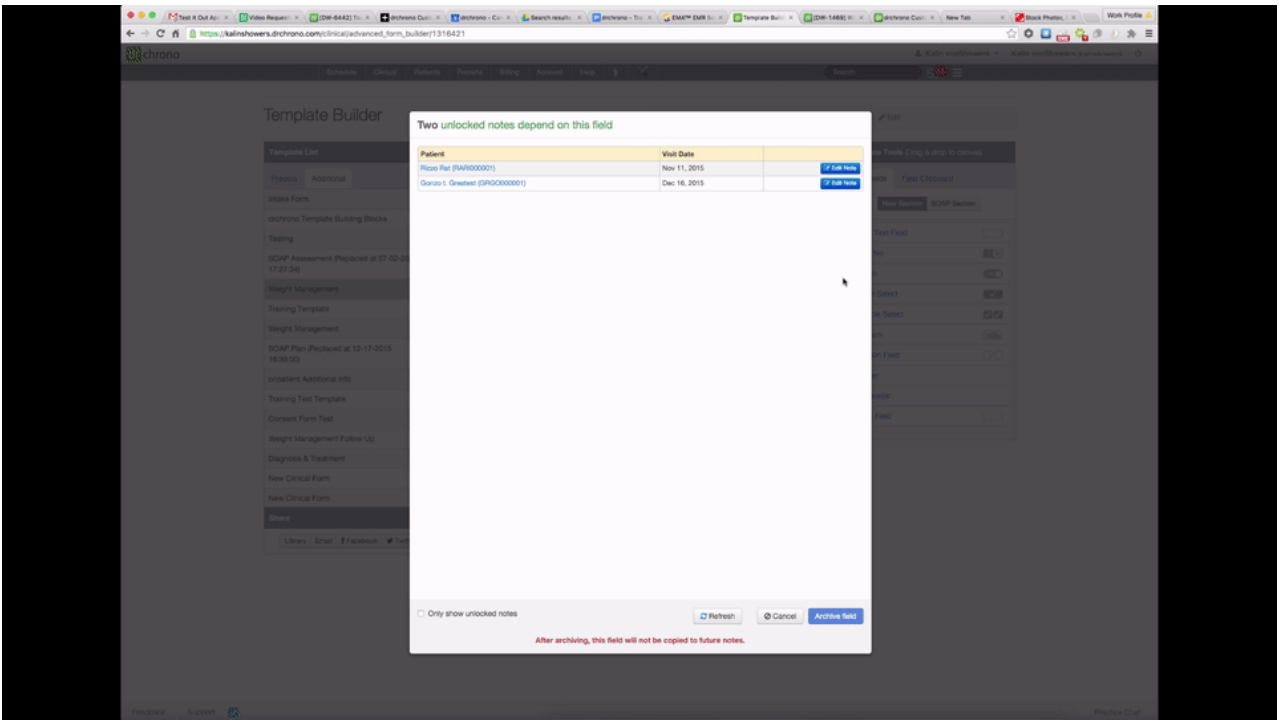
9 unlocked notes depend on this form

Patient	Visit Date	
Homer J. Simpson	Apr 29, 2019	<a href="#">Edit Note</a>
Bart Simpson	May 6, 2019	<a href="#">Edit Note</a>
Auburn Patient	Jun 19, 2019	<a href="#">Edit Note</a>
Test Patient	Aug 1, 2019	<a href="#">Edit Note</a>
Marge B. Simpson	Jan 8, 2020	<a href="#">Edit Note</a>
Peter Parker	Jan 8, 2020	<a href="#">Edit Note</a>
Homer J. Simpson	Mar 13, 2020	<a href="#">Edit Note</a>
Test Sample	Jun 10, 2020	<a href="#">Edit Note</a>
Jenny (Jen) Harris	Nov 13, 2020	<a href="#">Edit Note</a>

9 unlocked notes depend on this field

Patient	Visit Date	
Homer J. Simpson	Apr 29, 2019	<a href="#">Edit Note</a>
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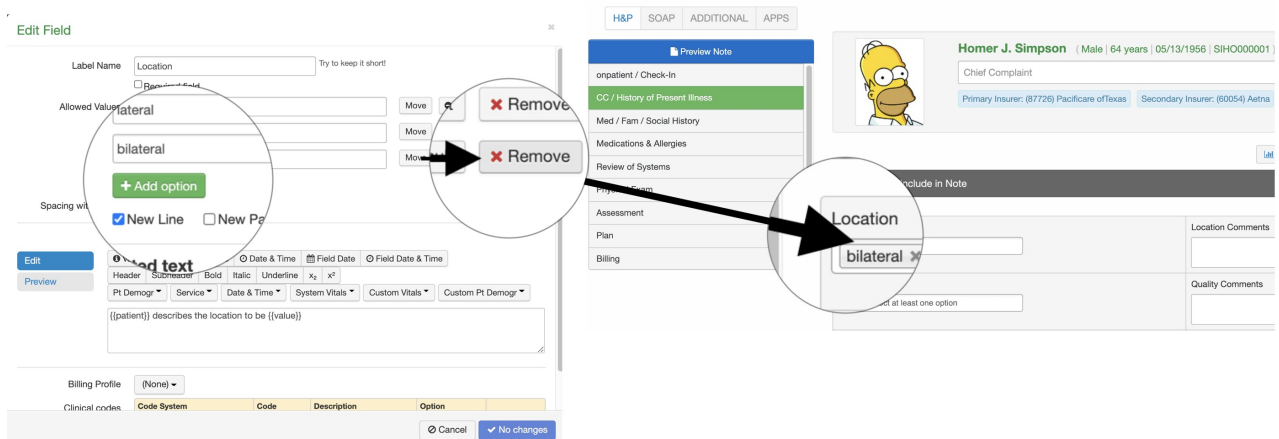
To proceed with archiving the form or field, you will need to lock the notes. You can click on the **Edit Note** button. Once the note is loaded, click **Sign & Lock**.



If you delete an option within a field, like a single or multiple select, you will not see a warning.

For example, **bilateral** has already been selected from the multiple select field. If we remove 'bilateral' from the field, it will still appear on the note until you navigate back to the form and click preview note again. However, if you add the option back, you can select it again in the note.

As a best practice, we recommend signing and locking notes regularly to best preserve the data of the note.



**i** Learn more about [Best Practices for Building Custom Forms](#) which is designed to help you make the most of the clinical notes feature.