# Making Form Fields Required

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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.

With the DrChrono form builder, you have the option of making a field required. If a field is required, you will be given a 'required' warning indicator and you will not be able to sign and lock a note unless that field is completed.

1. To begin creating required fields, you need to access the form builder. From your DrChrono navigation bar, mouse over **Clinical**, then select **Form Builder**.
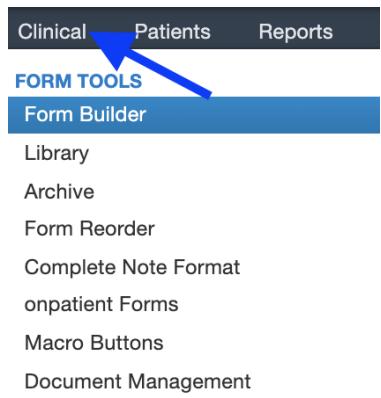
You'll be taken to the form builder page. You can create a new form or select an existing form. Once you have the form, select the field you would like to make required.

SOAP Subjective

HPI	Social HX

Past Medical HX	Family HX

General
ON

General [-]
Multiple Select

General [+]
Multiple Select

Comments

Skin
ON

⚙ Options ▲   ✏ Save as   Save

Within the field, add or select a field. Below the label name, check the **Required Field** checkbox. Click **Update Field** to save your changes to this field.

Edit Field

Label Name	HPI *Try to keep it short!*
	☑ Required field ◄
Parent field	— None —
Spacing within note	☑ New Line ☐ New Paragraph
Default value	

Generated text

Edit / Preview

ⓘ Value | 👤 Patient | 📅 Date | ⊘ Date & Time | 📅 Field Date | ⊘ Field Date & Time

Header | Subheader | Bold | Italic | Underline | x₂ | x²

Pt Demogr ▾ | Service ▾ | Date & Time ▾ | System Vitals ▾ | Custom Vitals ▾ | Custom Pt Demogr ▾
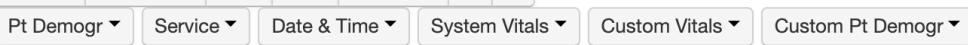
History of present illness: {{value}}

Billing Profile	(None) ▾
Clinical codes	

Code System	Code	Description	Units

⊘ Cancel | ✔ Update field
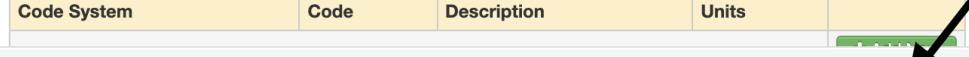
You will be brought to the main form-building page, hit the **Save** button at the bottom of the form builder. Repeat for any other fields you would like to make required.

Now, when you fill out your template in either the web EHR or the mobile application, the corresponding field will be marked with a red **Required** star and will be required to fill out in order to sign and lock the note.
Note: If you place a required field in a form that you are not using for an appointment, you will still be required to go to that clinical form and fill out the required field.

Creating a switch within the onpatient Check In form: Customizing the OnPatient Onboarding/Check-In Interface

It is important to note that, switch fields do not operate as required fields during patient check-in. Required switch fields are only validated as required when signing and locking the clinical note.