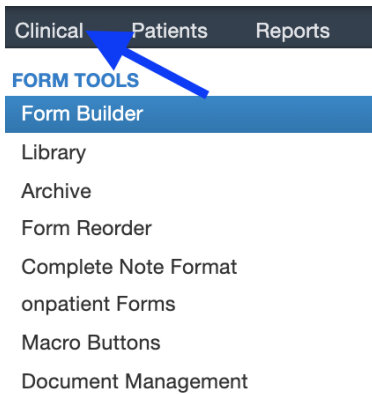


# Making Form Fields Required

07/08/2024 8:00 pm EDT

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.

A screenshot of the 'SOAP Subjective' form builder interface. The form is displayed in a dark-themed window. It contains several input fields: 'HPI', 'Social HX', 'Past Medical HX', 'Family HX', 'General' (with a toggle switch set to 'ON'), 'General [-]' (with a 'Multiple Select' dropdown), 'General [+]' (with a 'Multiple Select' dropdown), 'Comments', and 'Skin' (with a toggle switch set to 'ON'). At the bottom, there are three buttons: 'Options' (with a gear icon), 'Save as' (with a pencil icon), and '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  Try to keep it short!

Required field ←

Parent field

Spacing within note  New Line  New Paragraph

Default value

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**Generated text**

History of present illness: {{value}}

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Billing Profile

Clinical codes

Code System	Code	Description	Units

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.

### SOAP Subjective \*

HPI <input style="width: 95%;" type="text"/>	Social HX <input style="width: 95%;" type="text"/>
Past Medical HX <input style="width: 95%;" type="text"/>	Family HX <input style="width: 95%;" type="text"/>
General <input checked="" type="checkbox"/>	
General [-] <input type="text" value="Multiple Select"/>	General [+] <input type="text" value="Multiple Select"/>
Comments <input style="width: 95%;" type="text"/>	
Skin <input checked="" type="checkbox"/>	

Options ▲
Undo Changes
Save as
Save

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.

**HPI \***

Michelle is a 21 year old female presenting with low back pain.

**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.