Printing and Downloading Your Clinical Notes

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You can print all of the clinical notes for a particular patient or group of patients based on criteria available in the Clinical Notes section of the software.

Follow the steps below to generate a message in your Message Center with the clinical notes available to download and print.

Generating a Printable PDF

- To begin, mouse over the **Clinical** tab in your navigation bar and select **Clinical Notes**.

You'll be presented with the Clinical Notes Reporting tool. Select any of the offices, physicians, patients, keywords, and/or date range you wish to find clinical notes for and select **Refresh** to view the notes with the specified criteria.

When the list of notes is loaded, select the **Print non-blank Clinical Notes in Report** button.
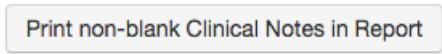
You'll be brought to a page that will display the following message:
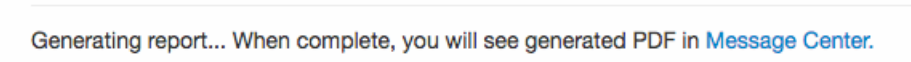
To view your report, you may click on the blue Message Center link or click on the Message Center icon (

) in the right-hand corner.

Viewing, Downloading, and/or Printing Your Clinical Notes PDF

After generating your PDF report with your clinical notes, the PDF will be sent to your message center. In your message center, you should have a message from DrChrono with the title **Generated PDF: soapnotes_date_range.pdf**. Click on this message to view your PDF.

When you click on a message with a PDF, the PDF attachment will be displayed in the DrChrono PDF viewer. Here

you can save the attachment to a patient chart, view the document, generate an audit log, add notes, and rotate pages.

To download, select the download button (

) on the PDF preview.

To print, select the print button (

)on the PDF preview.

After selecting print, your printer's print settings popup will appear. Select your desired settings and hit print to print the report with all your clinical notes.

You can also download and print clinical notes from the patient's chart.

Go to the **Documents** section. Select the **Locked Clinical Notes** tab. Click **View Notes** next to the note you would like to print or download.

To download, select the download button (

) on the PDF preview.

To print, select the print button (

)on the PDF preview.

After selecting print, your printer's print settings popup will appear. Select your desired settings and hit print to print the report with all your clinical notes.