How to Bulk Lock Clinical Notes

07/24/2024 4:45 pm EDT

DrChrono has implemented a feature to save you time by allowing clinical notes to be locked in bulk, instead of individually.

If you would like this feature turned on, please reach out to your account manager or support.

1. Hover the cursor over the **Clinical** tab and click on **Clinical Notes**.

2. Once on the screen, please make necessary selections based on date range, provider, and more.

3. Once the desired selections have been made, please click the **Bulk Lock Notes** button (blank progress notes/ notes that are labeled "start note", will be excluded).

4. Please select which notes, or select all and click the **Lock** button. (**Note:** Please be aware this process takes a few minutes to complete).

Bulk Lock Non-Blank Clinical Notes ✕

☑ Lock?	Patient	Date	Provider	Locked (Rendering Signed)
☑	Laurie T. Sample	01/18/2024 03:30 PM	Dr. James Smith	No
☑	Sample Testguy	01/19/2024 08:30 AM	Dr. James Smith	No
☑	Laurie T. Sample	02/13/2024 12:30 PM	Dr. James Smith	No
☑	Laurie Sample	02/28/2024 01:00 PM	Dr. James Smith	No
☑	Laurie Sample	03/01/2024 09:30 AM	Dr. James Smith	No
☑	Test Patient Jr	03/01/2024 01:30 PM	Dr. James Smith	No

Close   Lock

Note: The list of clinical notes for bulking locking is limited to 50 entries. If your total notes for locking are greater than 50 be sure to use steps 3 and 4 on the remaining pages of the unlocked clinical notes.

A confirmation window will appear prompting you to click **OK.**