How do I copy a previous note?

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You can easily copy a note from a previous visit to make the charting process more efficient. Here's how:

1. Click on a patient's appointment in the calendar. Click the green **View Clinical Note** button.

2. Click **Copy previous note** on the upper right corner of the screen. There will be a drop-down list of previous notes to select from.

3. Select the desired sections to copy or click **Copy entire note.** Click **Confirm**.