## How do I reorder my note?

07/24/2024 4:15 pm EDT

The Complete Note Format feature allows you to change the order in which the sections (templates) appear on your clinical note so that your final note renders in the order you would like.

1. Please hover your cursor over the Clinical tab and go to Complete Note Format.



2. Drag and drop the template slides to the order you would like for your finalized note. Then click Save.

	Change the Format of the Complete Note
$\mathbf{i}$	Drag and drop the templates below to change the order of their appearance in the complete note.
× 1	⊟ H&P CC / History of Present Illness
	$\equiv$ Medications & Allergies
*	⊟ H&P Review of Systems
	$\equiv$ H&P Physical Exam
$\mathbf{N}$	⊟ H&P Assessment
	≡ H&P Plan
Drag & drop	
	≡ SOAP Plan
	OnPatient Additional Info
	OnPatient Reasons For Visit
	≡ Default

To view your changes, click **Preview Note** on a yet-to-be-locked clinical note.

Schedule	Clinical	Patients	Reports	Billi		
H&P	SOAP	ADDITION	AL APPS	S		
Preview Note						
onpatient / Check-In						
CC / History of Present Illness						
Med / Fam / Social History						
Medications & Allergies						
Review of Systems						
Physical Exam						
Assessment						
Plan						
Billing						

**Note:** Changes made with Complete Note Format will only impact unlocked notes. It will not change the format of signed and locked notes.