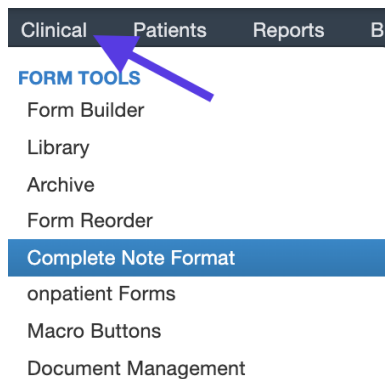


How do I reorder my note?

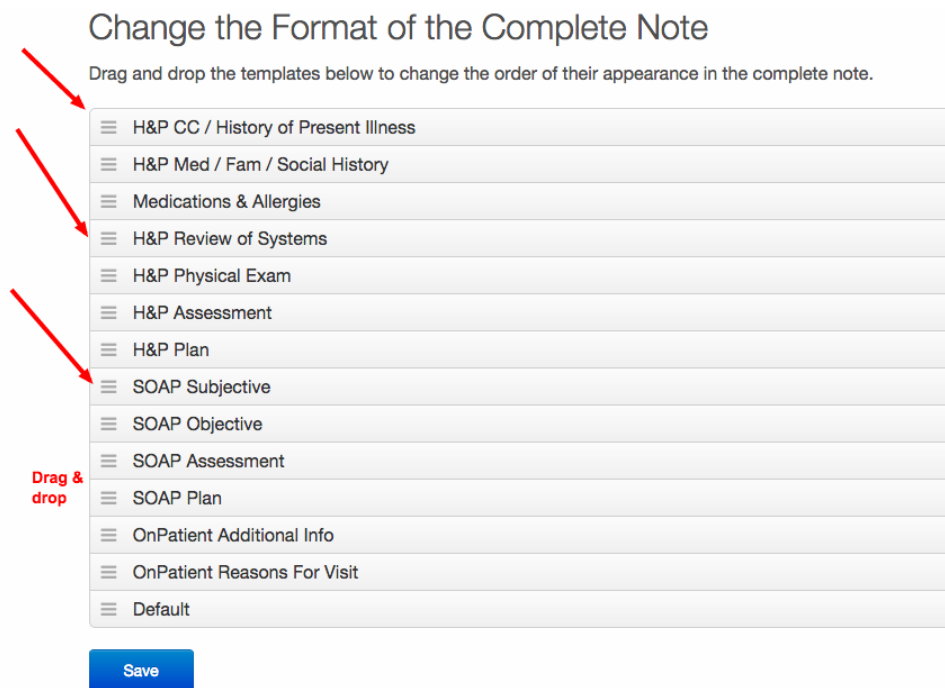
07/24/2024 4:15 pm EDT

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**.



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

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.
