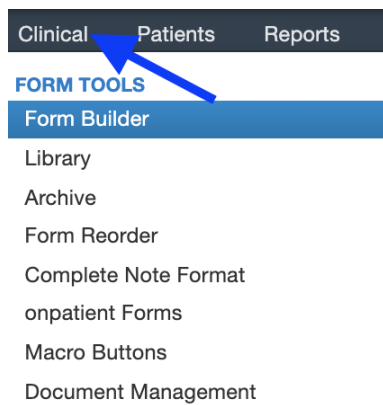# What is the difference between New Section and SOAP section fields?
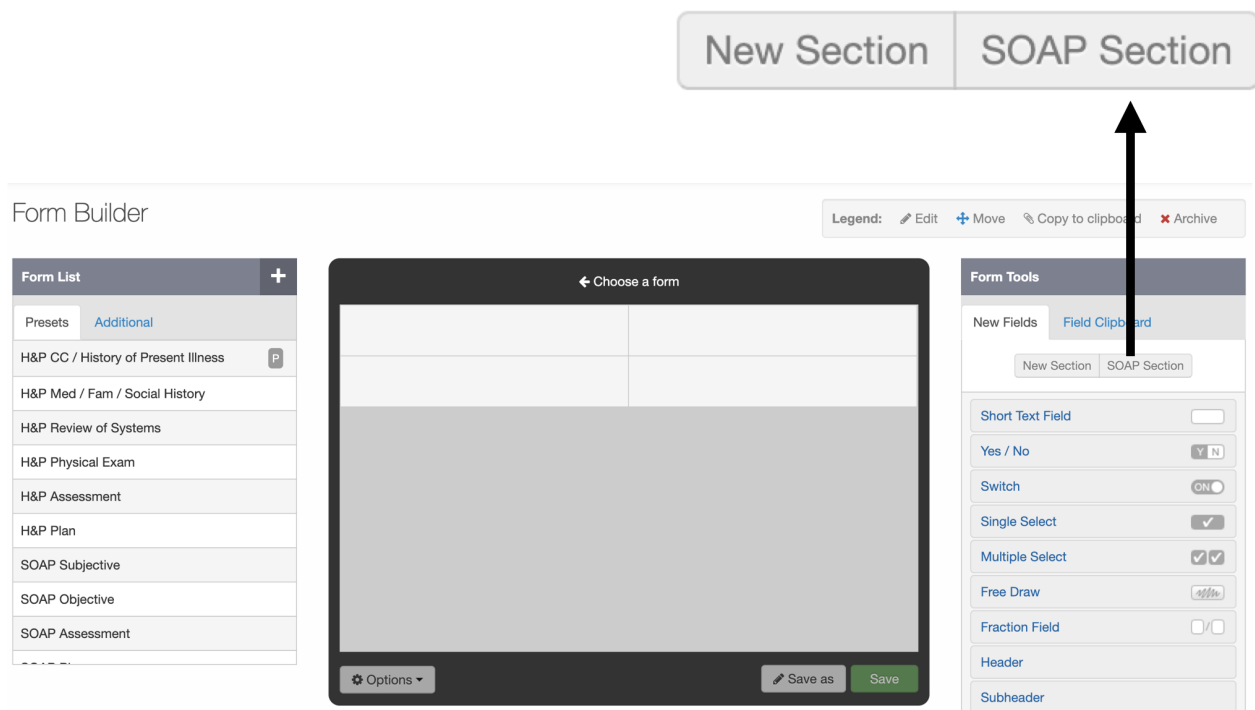
07/24/2024 10:57 pm EDT

When building a form, you have the option to have fields in appear SOAP format.

Navigate to **Clinical** and select **Form Builder**.

Under the Form Tools, there are two section types: **New** and **SOAP**. New Sections do not have any formatting assigned to them. When you add a field that is in SOAP section, you can assign it to the Subjective, Objective, Assessment, or Plan section of the note.

The New Section text field has only one area for generated text. With the SOAP Section field, you can have the field appear in the desired section of the note. Simply enter the text associated with the field, in the Subjective, Objective, Assessment, or Plan generated text.

Note: When saving a form under Additional, use the New Section field (only). This will allow proper rendering when the note is previewed. When saving Additional Forms **it is important** to ensure that New Section is selected or the form will not be available when you preview note > select print sections option.

To make a SOAP field, click **SOAP Section**.

Next, create the field label and enter the information you would like to appear on the note under the appropriate section. Click **Update Field** when finished and repeat for other fields.

Edit Field   ✕

| Label Name | New Short Text Field | Try to keep it short! |

☐ Wide field   ☐ Required field

Spacing within note   ☐ New Line   ☐ New Paragraph

Default value [   ]

Subjective generated text

Edit
Preview

| ⓘ Value | 👤 Patient | 🗓 Date | 🕐 Date & Time | 🗓 Field Date | 🕐 Field Date & Time |

| Header | Subheader | Bold | Italic | Underline | x₂ | x² |

| Pt Demogr ▾ | Service ▾ | Date & Time ▾ | System Vitals ▾ | Custom Vitals ▾ | Custom Pt Demogr ▾ |

[   ]

Objective generated text

Edit
Preview

| ⓘ Value | 👤 Patient | 🗓 Date | 🕐 Date & Time | 🗓 Field Date | 🕐 Field Date & Time |

| Header | Subheader | Bold | Italic | Underline | x₂ | x² |

| Pt Demogr ▾ | Service ▾ | Date & Time ▾ | System Vitals ▾ | Custom Vitals ▾ | Custom Pt Demogr ▾ |

[   ]

Assessment generated text

Edit
Preview

| ⓘ Value | 👤 Patient | 🗓 Date | 🕐 Date & Time | 🗓 Field Date | 🕐 Field Date & Time |

| Header | Subheader | Bold | Italic | Underline | x₂ | x² |

| Pt Demogr ▾ | Service ▾ | Date & Time ▾ | System Vitals ▾ | Custom Vitals ▾ | Custom Pt Demogr ▾ |

[   ]

Plan generated text

Edit
Preview

| ⓘ Value | 👤 Patient | 🗓 Date | 🕐 Date & Time | 🗓 Field Date | 🕐 Field Date & Time |

| Header | Subheader | Bold | Italic | Underline | x₂ | x² |

| Pt Demogr ▾ | Service ▾ | Date & Time ▾ | System Vitals ▾ | Custom Vitals ▾ | Custom Pt Demogr ▾ |

[   ]

Billing Profile   (None) ▾

Clinical codes

Code System	Code	Description	Units	
				+ Add New

⊘ Cancel   ✔ Update field

In the form below each field has been assigned a SOAP section.

SOAP Section Field Example ✏️

HPI

General
ON

General WNL	General Abnormal
Multiple Select • • •	Multiple Select • • •

Comments

Assessment

Labs	Lab Comments
Multiple Select • • •	

PT Recommendations	PT Recommendation Comments
Single Select •	

⚙️ Options ▲   ✏️ Save as   Save

Form Tools

New Fields   Field Clipboard

New Section   SOAP Section

Short Text Field	⬜
Yes / No	Y N
Switch	ON⚪
Single Select	✔
Multiple Select	☑☑
Free Draw	〰
Fraction Field	⬜/⬜
Header	
Subheader	
Reference Field	⊟→

The note will render in SOAP format.

Note: When using the option to "Print Section", the proper SOAP template must be selected in order to populate all of the data entered. It is also important to note that, Additional Forms that are not built using the New Section field **_will not_** be included in the Print section.

HPI
back pain.

General
ON

General WNL	General Abnormal
AAOx3 × NAD × normal level of consciousness × good personal hygiene ×	Please select at least one option

Comments
Laurie Sample's physical exam was normal.

Assessment
Laurie Sample has high blood pressure.

Labs	Lab Comments
LABS (to be done at Quest): × Electrolyte panel ×	

PT Recommendations	PT Recommendation Comments
3x/week/6 weeks × ▾	Check BP everyday.

Subjective:
Patient presents with back pain.

Objective:
General WNL: AAOx3, NAD, normal level of consciousness, good personal hygiene
General Comments: Laurie Sample's physical exam was normal.

Assessment:
Assessment: Laurie Sample has high blood pressure.

Type	Code	Description
ICD-10-CM Condition	I10	Essential (primary) hypertension

Plan:
LABORATORY ORDERS: LABS (to be done at Quest):, Electrolyte panel
PHYSICAL THERAPY: 3x/week/6 weeks
Check BP everyday.