## What is the difference between New Section and SOAP section fields?

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

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

Clinical	Patients	Reports			
FORM TOOLS					
Form Build	der				
Library					
Archive	Archive				
Form Reorder					
Complete Note Format					
onpatient Forms					
Macro Buttons					
Document Management					

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.

		New Section	SOAP Section
			Ť
Form Builder		Legend: 🖋 Edit	✤ Move S Copy to clipboa d X Archive
Form List +	← Choose a form		Form Tools
Presets Additional			New Fields Field Clipb ard
H&P CC / History of Present Illness			New Section SOAP Section
H&P Med / Fam / Social History			
H&P Review of Systems			Short Text Field
H&P Physical Exam			Yes / No
H&P Assessment			Switch
H&P Plan			Single Select
SOAP Subjective			Multiple Select
SOAP Objective			Free Draw
SOAP Assessment			Fraction Field
			Header
	✿ Options ▼	Save as Save	Subheader

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.

Edit Field	× Edit Field ×
Label Name HPI Try to keep it short!           Wide field         Required field           Spacing within note         New Line	Label Name HPI Try to keep it short!           Wide field         Required field           Spacing within note         New Line
Default value	Default value
Generated text           Edit         Ø value & Patient III Date Ø Date & Time IIII Field Date Ø Field Date & Time           Prøvlew         Header Subheader Bold Italic Underline x <sub>0</sub> x <sup>2</sup> Pt Demograv Gervice* Date & Time* System Vitals * Custom Vitals * Custom Pt Demogravite Vitals * Custom Vitals * Custom Vitals * Custom Pt Demogravite Vitals * Custom Vitals * Custom Vitals * Custom Pt Demogravite Vitals * Custom Vitals * Custom Pt Demogravite Vitals * Custom Vitals * Custom Vitals * Custom Vitals * Custom Pt Demogravite Vitals * Custom Pt Demogravite Vitals * Custom Vit	Subjective generated text       Edit       Value & Patient       Preview       Preview       Preview       Preview       Preview       Patient presents with: {(value)}.
Billing Profile (None) • Clinical codes Code System Code Description Units •	Objective generated text           Edit              • Value & Patient               • Date & Time               • Field Date & Time            Preview              • Preview               • Preview               • Preview               • Custom Vitals               • Custom Vitals
⊘ Cancel ✓ Upd	Assessment 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**.

Form Tools	
New Fields Field Clip	board
New Section S	SOAP Section
Short Text Field	
Yes / No	YN
Switch	ONO
Single Select	
Multiple Select	
Free Draw	Mu
Fraction Field	0/0
Header	
Subheader	
Reference Field	+>

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

	❸ Value     ♣ Patient     ∰ Date     Ø Date & Time     ∰ Field Date     Ø Field Date & Time
view	Header Subheader Bold Italic Underline x <sub>2</sub> x <sup>2</sup>
	Pt Demogr  Service  Date & Time  System Vitals  Custom Vitals  Custom Pt Demogr
	Objective generated text
	❸ Value ♣ Patient
	Header Subheader Bold Italic Underline x <sub>2</sub> x <sup>2</sup>
view	Pt Demogr  Service  Date & Time  System Vitals  Custom Vitals  Custom Pt Demogr
	Assessment generated text         Image: Output text       Image: Output text         Image: Output text       Image: Output text       Image: Output text         Image: Output text       Image: Output text       Image: Output text       Image: Output text         Image: Output text       Image: Output text       Image: Output text       Image: Output text       Image: Output text         Image: Output text       Image: Ou
	Header Subheader Bold Italic Underline x <sub>2</sub> x <sup>2</sup>
lew	Pt Demogr  Service  Date & Time  System Vitals  Custom Vitals  Custom Pt Demogr
	Plan generated text
	O Value ▲ Patient 葡萄 Date ② Date & Time 葡萄 Field Date ③ Field Date & Time
	Header Subheader Bold Italic Underline x <sub>2</sub> x <sup>2</sup>
view	
/iew	Header Subheader Bold Italic Underline x <sub>2</sub> x <sup>2</sup>
riew Billing	Header       Subheader       Bold       Italic       Underline       x₂       x²         Pt Demogr ▼       Service ▼       Date & Time ▼       System Vitals ▼       Custom Vitals ▼       Custom Pt Demogr ▼
<b>riew</b> Billing	Header Subheader Bold Italic Underline x <sub>2</sub> x <sup>2</sup> Pt Demogr Service Date & Time System Vitals Custom Vitals Custom Pt Demogr

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

SOAP Section F	ield Example 🥒	Form Tools	
HPI		New Fields Field Clipboard	m
General ON		Short Text Field	
General WNL Multiple Select	General Abnormal Multiple Select	Yes / No Switch	
Comments		Single Select	
Assessment		Multiple Select Free Draw	<b>N</b> Mu
Labs Multiple Select	Lab Comments	Fraction Field	0/0
PT Recommendations	PT Recommendation Comments	Header Subheader	
enigo coloci - Y		Reference Field	+>
Options •	Save as Save		

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.		Subjective: Patient presents with b	ack pain.	
General General WNL AA0x3 × NAD × normal level of consciousness × good personal hygiene ×	General Abnormal Please select at least one option	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.		
Comments		Type ICD-10-CM Condition	Code	Description Essential (primary) hypertension
Laurie Sample's physical exam was normal.		Plan: LABORATORY ORDERS: LABS (to be done at Quest):, Electrolyte panel PHYSICAL THERAPY: 3x/week/6 weeks Check BP everyday.		
Labs LABS (to be done at Quest): × Electrolyte panel ×	Lab Comments		<i>i</i>	
PT Recommendations	PT Recommendation Comments Check BP everyday.			