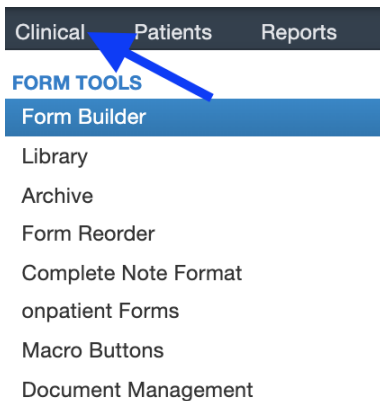


# How do I use Switches as Smart Fields?

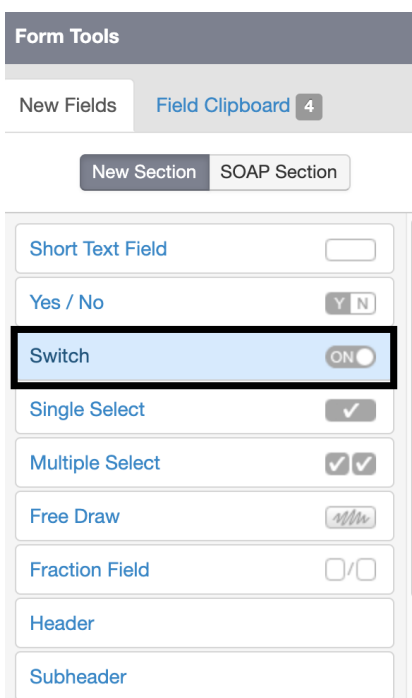
07/24/2024 4:30 pm EDT

**Smart Fields are fields that are revealed when a switch is toggled to the ON position. The purpose of a Smart Field is to minimize clutter in your templates and easily trigger a natural procession of follow-up questions. Only Switches can be made into Smart Fields.**

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

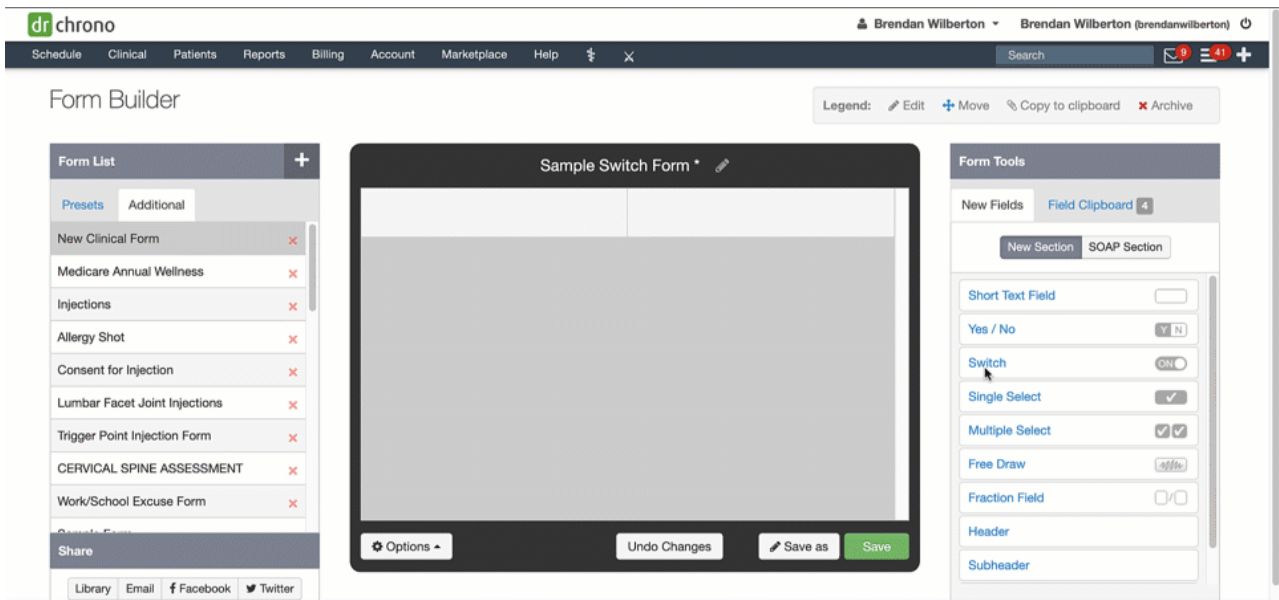


Under the Form Tools, click the **Switch** field and then click where you want it to go on the form.

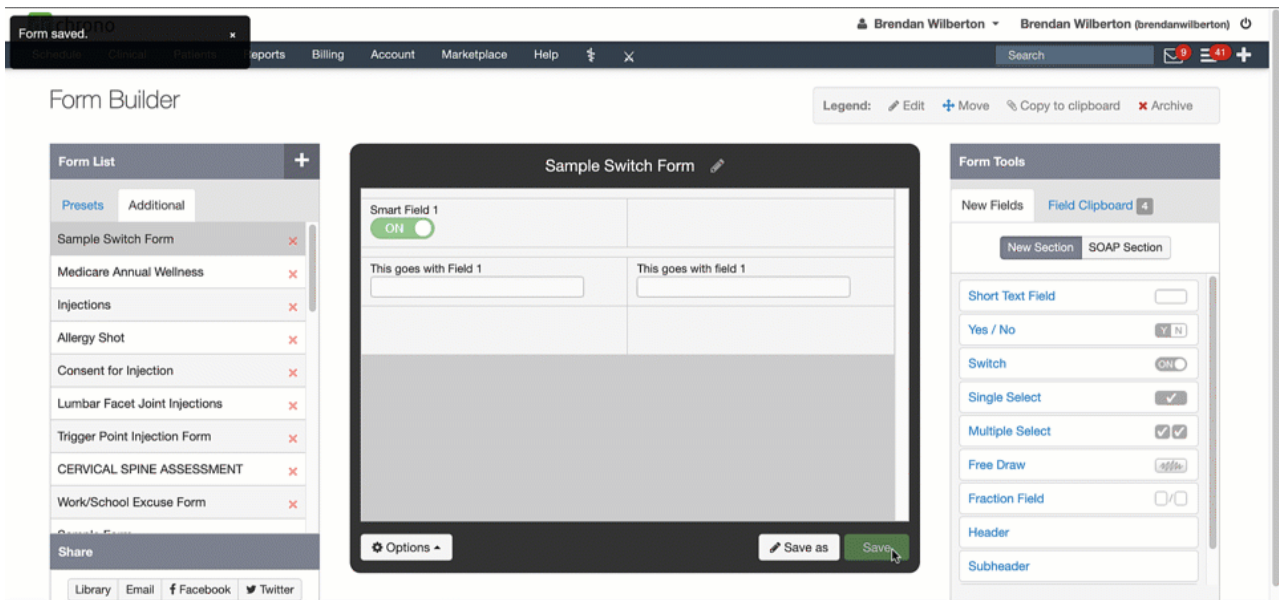


Click on the newly added switch field to bring up the field editor.

- Select the **Smart Field** checkbox to make this switch field a Smart Field.
- When you are done, select the **Update Field** button.
- At the bottom of the form builder, select **Save** to start associating other fields to the Smart Field.
- Add fields that you would like to be revealed when the switch is triggered by selecting the switch name from the **Parent Field** dropdown.



Repeat as necessary to make other Smart Fields.



Now when you flip the switch on your clinical note, all associated fields will appear for you to fill out. If you then set the switch as **OFF**, all the filled information in the associated fields will remain but the clinical note text that otherwise would generate, would not appear in your clinical note.

The screenshot displays the dr chrono EHR interface. At the top, the user is logged in as 'Brendan Wilberton'. The main navigation bar includes 'Schedule', 'Clinical', 'Patients', 'Reports', 'Billing', 'Account', 'Marketplace', and 'Help'. A search bar and notification icons are on the right. Below the navigation, there are tabs for 'H&P', 'SOAP', 'ADDITIONAL', and 'APPS'. A sidebar on the left lists various forms, with 'Sample Switch Form' highlighted. The main content area shows a patient profile for 'Sample Patient' (Male, 30 years, DOB 11/05/1991, ID PASA000010) with a 'Chief Complaint' field and 'Primary Insurer: (60054) Aetna Health Plans'. Below this are buttons for 'Growth Charts', 'Vitals', 'Print section', and 'Fax section'. A toggle switch for 'Include in Note' is set to 'No'. Two 'Smart Field' sections are visible, both with 'OFF' radio buttons. At the bottom, there is a 'Notes' section with 'Default', 'Large', and 'X-Large' size options, and a 'Macros' dropdown.

Creating a switch within the OnPatient Check-In form: [Customizing the OnPatient Onboarding/Check-In Interface](#)

It is important to note that, switch fields do not operate as required fields during patient check-in. Required switch fields are only validated as required when signing and locking the clinical note.