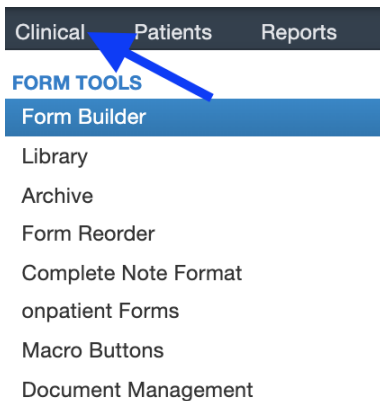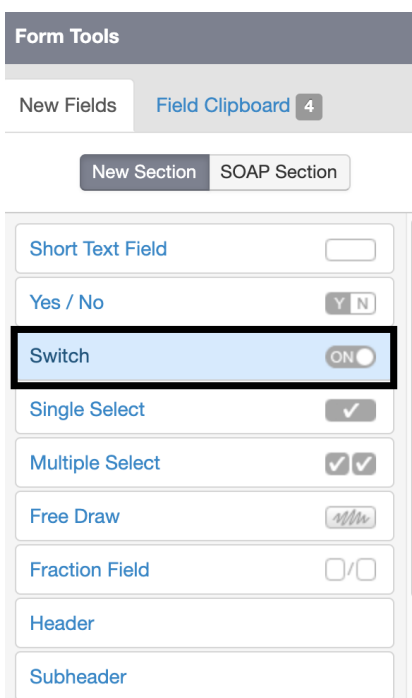# How do I use Switches as Smart Fields?

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.

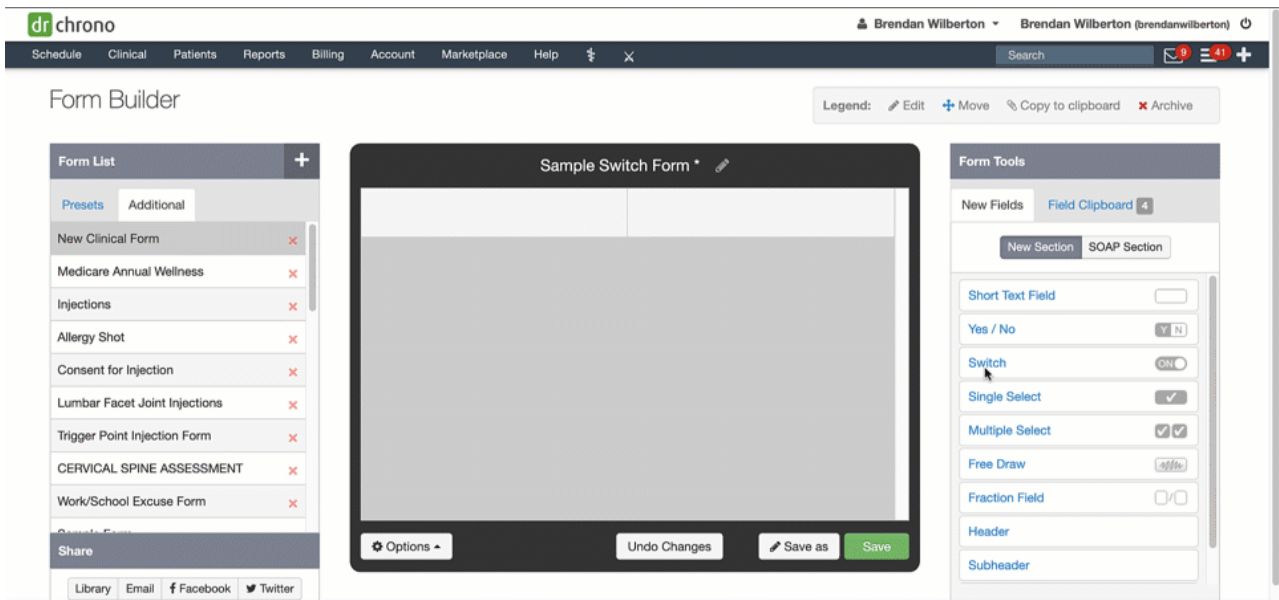Navigate to **Clinical** and select **Form Builder**.

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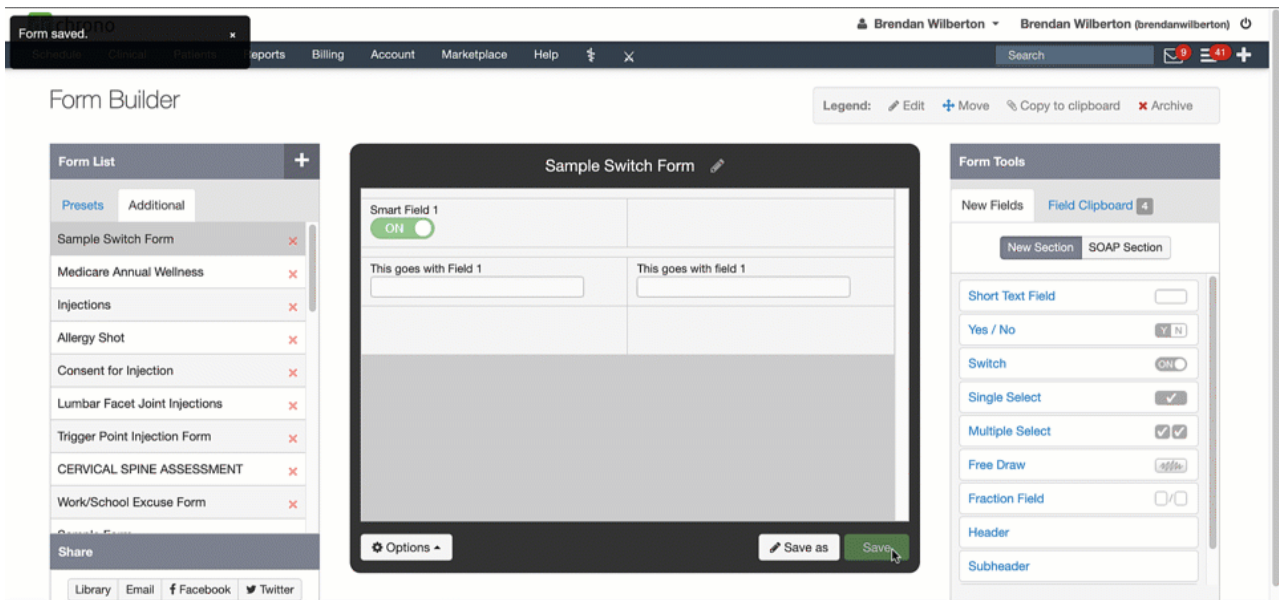

Click on the newly added switch field to bring up the field editor.

- 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.

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.