How do I manage freedraw settings?

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You can have freedraw images appear throughout the body of your clinical notes or you can have them appear at the end of the note. You can manage where they appear in your account settings.

1. Hover your cursor over the **Account** tab and click on **Settings.**

2. Please Click on the **General** tab within your Account Settings.

Account Settings

Profile   **General**   Email   Medical Billing   eRx Info   Services   Usage   My Billing   Sample Data   Security   Patient Payments

Calendar Settings

Use new dashboard homescreen	☐	Uncheck to go straight to the calendar after logging in
Show user satisfaction survey	☑	Uncheck to opt out of user satisfaction surveys.
Default Office	(FL) Primary Kids Dept	Default Office on Calendar
Duration of Exam	30	Default duration of an exam in minutes
Duration of Follow-up	15	Default duration of a follow-up exam in minutes
Examroom Calendar Increments	15	Adjust minute increments on calendar
Date range on Appointment Template	☑	If true date range can be set for Appointment Template (starting from - ending by).
Appointment Templates in more views	☑	Show appointment templates in Daily View, Doctor View and Weekly View
Allow Exam Room Overlaps	☑	Allow appointments to overlap within an exam room
Global Overlap Checking	☐	Disallow overlapping appointments in any office or exam room
Appointment Default Color		
Phonetic Name		Used by automated phone system to pronounce doctor's name

3. Scroll down to **Clinical Notes**. Please select **Move Non-SOAP FreeDraws to End**. If you would like your images to be displayed throughout the body of your clinical notes, UNCHECK this check box.

Clinical Notes ❓

Include Practice Official Name	☑	Print practice official name in header. Name can be set in "Medical Billing" Tab
Include Business Logo	---------	
Include Patient Chart Photo	☐	
Include Office Information	☑	Include office name and address in the headers of clinical notes
Include Payer IDs	☐	Include primary and secondary payer IDs in the headers of clinical notes
Include Lab Orders and Results	☐	Show Lab Orders and Results in the plan section of clinical notes
Reduce Header and Footer Font Size	☐	
Move Non-SOAP FreeDraws to End	☐	
Default to CDC Growth Charts	☐	
Hide Medications & Allergies by Default	☐	
Hide CPT & ICD on Clinical Notes by Default	☐	
Allow Chief Complaint to be Persistent	☐	
Preview Previous Note	☑	Show the information that will be copied from a previous note in the selection screen.
Supervising Provider	☑	* Can sign other provider's notes. Not editable by customer. Please contact support if you want to change this flag.

4. Finally, scroll to the bottom and click **Save** to save your account setting changes.

You can toggle these settings back and forth at any time. Please ensure that to save your changes, you click **Save** to lock the preference.