What do the lock and flag icons on my appointments mean?
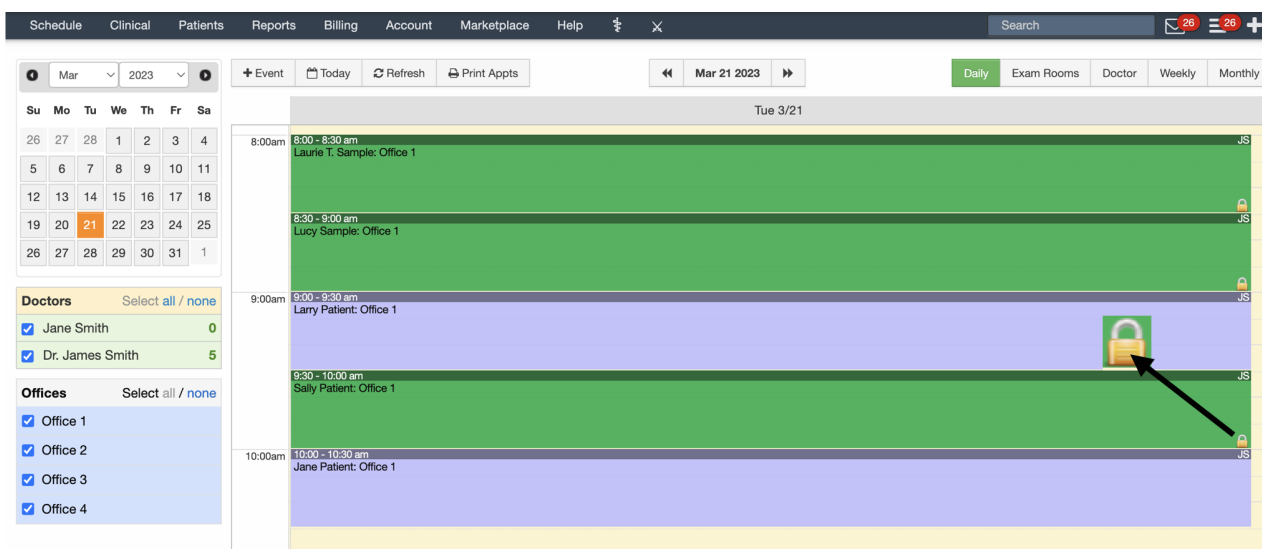
07/24/2024 10:47 pm EDT

The lock icon (
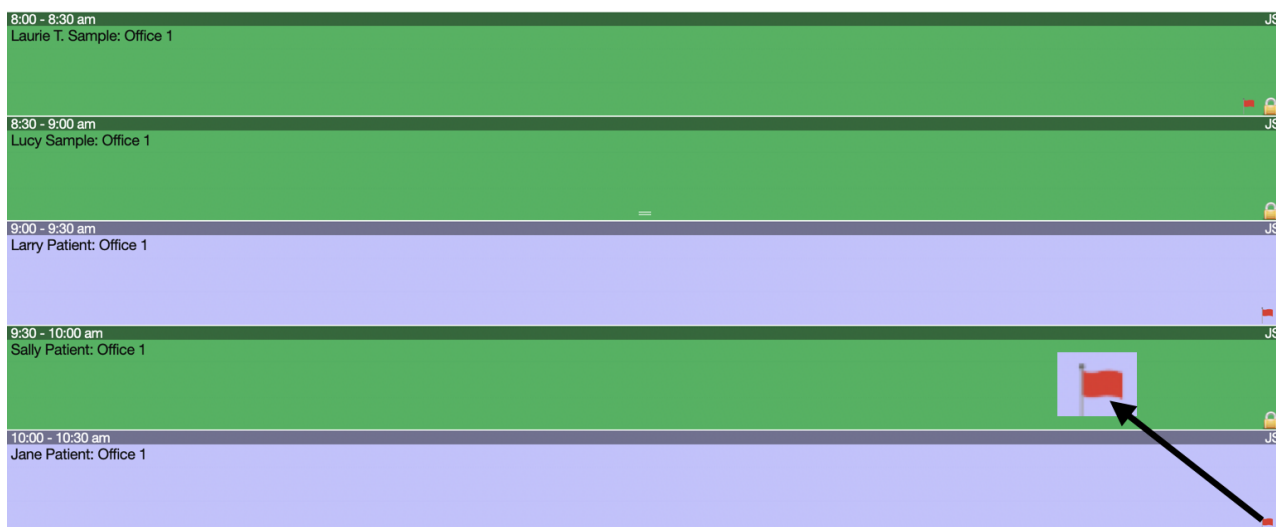

)on your appointments gives you a quick way to know if a clinical note has been locked without having to open the appointment to check. Once a note is locked, the icon will appear when viewing the schedule. For example, below we can see that notes for 3 of the appointments have been locked.

The flag icon (

) lets you know that you have assigned a flag to this patient. For more information on assigning flags to patients, see our article here.

You can control whether or not the icons appear by going to **Account** > **Provider Settings**.

Under the **General** tab, you check or uncheck the boxes to have the lock and/or flag icons appear.

Scroll down and click **Update Entire Profile** to save your settings.