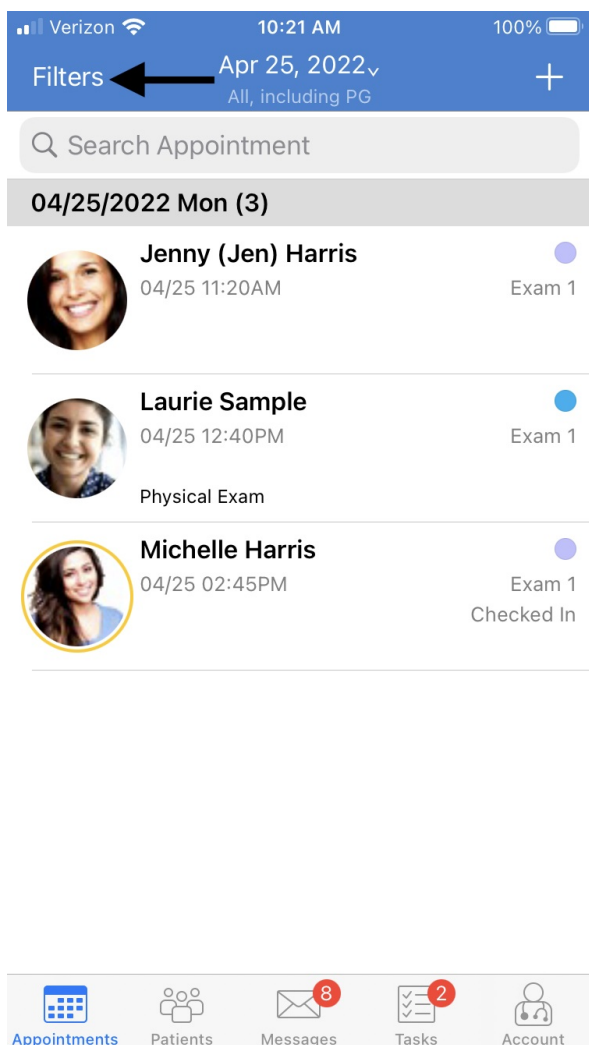


# How do I search for unlocked/unsigned clinical notes on my iPhone?

07/24/2024 4:20 pm EDT

If you would like to view which clinical notes you have not locked and signed, you may use the filter function on your iPhone to view your unlocked notes.

To access filters on your iPhone, on your EHR navigation tab, select **Filters** at the upper left-hand corner.



When you select **Filters**, a selection pane will appear. Here, select the **Billing Status** tab and **Unlocked Notes** in the **Status** column and select your desired date range. When complete, select **Save** in the upper right-hand corner.

Close Clear Reset to Previous **Save**

Appointment Status **Billing Status** Date Range & More

**Status** [Clear Status](#)

- Paid In Full
- Balance Due
- Billed To Insurance
- Not Billed To Insurance
- Unlocked Notes
- Locked Notes
- Empty Notes


After clicking **Save**, your appointment menu will populate with only unlocked clinical notes.

Verizon 10:21 AM 99%

Filters Apr 25, 2022  
Unlocked Notes, including PG

Search Appointment


**04/25/2022 Mon (2)**



**Jenny (Jen) Harris**

04/25 11:20AM

Exam 1



**Michelle Harris**

04/25 02:45PM

Exam 1  
Checked In

Appointments Patients Messages (8) Tasks (2) Account