How do I generate a report showing all of my locked notes?

07/24/2024 4:05 pm EDT

You can run a report that lets you view all of your notes' lock status.

1. Hover over the **Reports** tab and click **Advanced Report**.

2. Be sure the **Appointments** tab is selected and apply any filters. Click **Export to File** and select **Custom Export**.

3. Click the **Clinical Note** tab and select **Lock Status** then **Export.** You can also name the file if you would like in the **Report Name** field.

Custom Export ✕

Report Name [Advanced Report]

Patient (4) **Appointment** Clinical Note **Doctor**

Check All **Uncheck All**

☐ Lock Status ☐ Locked Time ☐ Supervisor Locked Time

Close **Export**

4. This will send a file to your message center (

) accessed from the top right of your screen, containing the report.

Incoming Messages ?

Mark as Read Mark as Unread Show Archived   NEXT > [Search Messages] 🔍

☐		From	Title	Associated patient	Assigned to	Assigned by	Workflow	Created	▼ Updated
☐	☆	drchrono	Generated Sheet: Note Status Report.zip					June 28, 2021, 12:21 p.m.	June 28, 2021, 12:21 p.m.