

CUSTOM NOTE SETUP



Custom Note Setup	Notes
<p><input type="checkbox"/> From time to time, physicians will want specific items printed for a patient that they can not see in the Review Past Notes section, Demographics, FNC, and One page summary. To accomplish this we need to build a Custom Note.</p> <p>Building the Note</p> <ul style="list-style-type: none"><input type="checkbox"/> 1. List Editor>System>Custom Note Print<input type="checkbox"/> 2. Click New> Name the Note what you wish ex: Medication List, Procedure Note, etc.<input type="checkbox"/> 3. Report = Complete Chart (always!)<input type="checkbox"/> 4. Decide if you want this to print only for the last visit or all visits.<input type="checkbox"/> 5. Choose your options for Header then the Section option<input type="checkbox"/> 6. Choose your options for the Section<input type="checkbox"/> 7. Click Ok <p>Attaching Custom Note to a User</p> <ul style="list-style-type: none"><input type="checkbox"/> 8. Go to List Editor>System>Users<input type="checkbox"/> 9. Go to the Settings tab>Print Tools Section<input type="checkbox"/> 10. Decide where you would like to have the option to print this form. You can select Demographics, FNC, One Page Summary, and/or Review Past Notes <p>11. By attaching this to the user you will see an icon in each of these modules allowing you to access your new form.</p> <p>Example in Patient Demographics</p>	
	