

# EHR Preferences

## Note taking preferences

From the EHR Preferences page, the Clinic Owner can set the note-taking preferences for the clinic. There are two options:

Clinic Owner EHR  
Preferences

Note taking preferences

☐ Notes, Plan Fields ☒ Use 4 SOAP Fields

Clinic Owner **cannot** approve and lock Health Records.  
Owners can change this setting for each user.

☒ Using Superbills

Default Treatment Name

acupuncture

Star Rating Label

Pain

Save Preferences

- **Notes, Plain Field.** This option gives practitioners one blank field to enter all their treatment notes. On the patient's record it looks like this:

Aug 5th 2020 @ 9:10 AM

Minnie Mouse

With 

Alexa Hulsey

Health Record Entry

Health Notes...

Plan...

Pain

☆☆☆☆☆

remove

Saved Points

LI4

Du20

LIV3

ST36

SP6

GB40

ML10

Saved Point Groups

ML10

Custom Point

Enter code and hit return

Save

- **Use 4 SOAP Field.** This options gives practitioners four separate fields for Subjective, Objective, Assessment and Plan. On the patient’s record it looks like this:

Aug 5th 2020 @ 9:10 AM

Minnie Mouse With Alexa Hulsey

Health Record Entry

Subjective Data...

Objective Data...

Assesment...

Plan...

Pain

☆☆☆☆☆

remove

Saved Points

LI4

Du20

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SP6

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Saved Point Groups

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Custom Point

Enter code and hit return

Save

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