

Entering EHR Notes

You'll enter your EHR notes from the [EHR By Block](#) page or the [EHR Appointments](#) page.

Here's a quick video look at how it works:

Entering a New Note

To enter an EHR note, click on the pencil icon next to the patient's name:

Aug 5th 2020 @ 9:40 AM

Buzz A Lightyear With Alexa Hulseey

Find most recent treatments. There are no health records for this appointment

Edit Record

This screenshot shows a patient appointment card. At the top, it displays the date and time: 'Aug 5th 2020 @ 9:40 AM'. Below that is the patient's name 'Buzz A Lightyear' and the provider 'With Alexa Hulseey'. A search icon and a message state 'Find most recent treatments. There are no health records for this appointment'. A pencil icon is visible next to the patient name, and a tooltip labeled 'Edit Record' is shown over it.

The Health Record Entry fields will appear. The format for the fields is based on your clinic's EHR preferences, and will appear in either in plain field format:

Aug 6th 2020 @ 9:10 AM

Donald D Duck With Alexa Hulseey

Health Record Entry

Health Notes...

Plan...

Pain

☆☆☆☆☆ remove

Saved Points: L14, Du20, LIV3, ST36, SP6, GB40

Saved Point Groups: ML10

Custom Point: Enter code and hit return

Save

This screenshot shows the 'Health Record Entry' form for a patient named 'Donald D Duck' on 'Aug 6th 2020 @ 9:10 AM'. The form includes a 'Health Notes...' text area, a 'Plan...' text area, and a 'Pain' section with five star icons and a 'remove' button. Below the pain section are 'Saved Points' (L14, Du20, LIV3, ST36, SP6, GB40) and 'Saved Point Groups' (ML10). There is also a 'Custom Point' section with a text input field labeled 'Enter code and hit return'. At the bottom left, there is a 'Save' button.

Or in SOAP format:

Aug 6th 2020 @ 9:10 AM
Donald D Duck With Alexa Hulsey

Health Record Entry

Subjective Data...

Objective Data...

Assesment...

Plan...

Pain

☆☆☆☆☆ remove

Saved Points

LI4 Du20 LIV3 ST36 SP6 GB40

Saved Point Groups

ML10

Custom Point

Enter code and hit return

Save

Complete each field, and add your points. First highlight the field for the area of the body: use the top box for head points or bilateral points, and the four quadrant fields for distal or unilateral points. Then click on your [saved points](#) or [saved point groups](#) to populate each field with points. You can also add points that aren't saved in your list of treatment codes by using the custom point box.

Make sure you click Save after you've added or changed points. The points will not be saved in the record without doing so. Even if you Lock the records.

Repeating Past Treatments

You can repeat a prior treatment from either the [EHR Blocks](#) or [EHR Appointments](#) page.

To repeat a past appointment, first you'll need to click on the magnifying class by the patient's name to [view their treatment history](#):

Aug 6th 2020 @ 9:00 AM 

Mickey Mouse With Alexa Hulseley

 Mickey has a private note

 Find most recent treatments. There are no health records for this appointment

most recent treatments

Their treatment history will appear in a popup modal. Simply click "Repeat This Treatment" below the treatment you'd like to repeat:

Search patients by name, email, phone

Patient's Most Recent Appointments 

ID 361			
Pat	Mickey Mouse	Prac	Yellow Emperor
Appt	Aug 19th 2020, 9:00 AM	rate	0
Note	Tinnitus	Obj	
Asm		Plan	
Head	LI4,LIV3,GB40,KID3	TL	
TR		BL	
BR		Saved	2020-08-19 15:59:11

[Repeat This Treatment](#)

You can then modify your treatment notes and point selections before saving and locking.

Locking Notes

Once you've entered a complete treatment note, you should finalize your entry by locking the note.

Once you've locked a note, you will be unable to make any further modifications to the note. This ensures the security of your EHR records.

Before you lock a note, you'll see a yellow Lock button below your note entry for that treatment:

Sep 16th 2020 @ 9:10 AM ✎ 🔍

Mickey Mouse With [Alexa Hulseley](#)
 🔒 Mickey has a private note

Pain

Note Tinnitus

Plan

Head LI4 LIV3 GB40 KID3

Saved 2020-09-16 23:01:42

Lock You are authorized to lock this appointment.

Once you've locked a note, the locked record will be date and time stamped:

Sep 16th 2020 @ 9:10 AM ✎ 🔍

Mickey Mouse With [Alexa Hulseley](#)
 🔒 Mickey has a private note

Pain

Note Tinnitus

Plan

Head LI4 LIV3 GB40 KID3

Saved 2020-09-16 23:01:42

Approved and Locked Sep 16 2020 10:02 pm

Adding a Note Addendum

To add an addendum to a locked Note, enter your text in the field below the locked time and date stamp, then hit return. This will save your addendum, and add a time and date stamp:

Approved and Locked 2025-06-12 13:19:08

⌨ (Optional Addendum) Enter you note here and hit return

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Created Wed, Aug 5, 2020 8:27 PM by [Alexa Hulseley](#)

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