

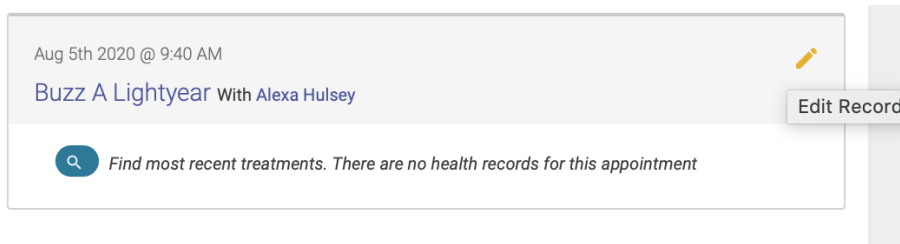
# Entering EHR Notes

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:



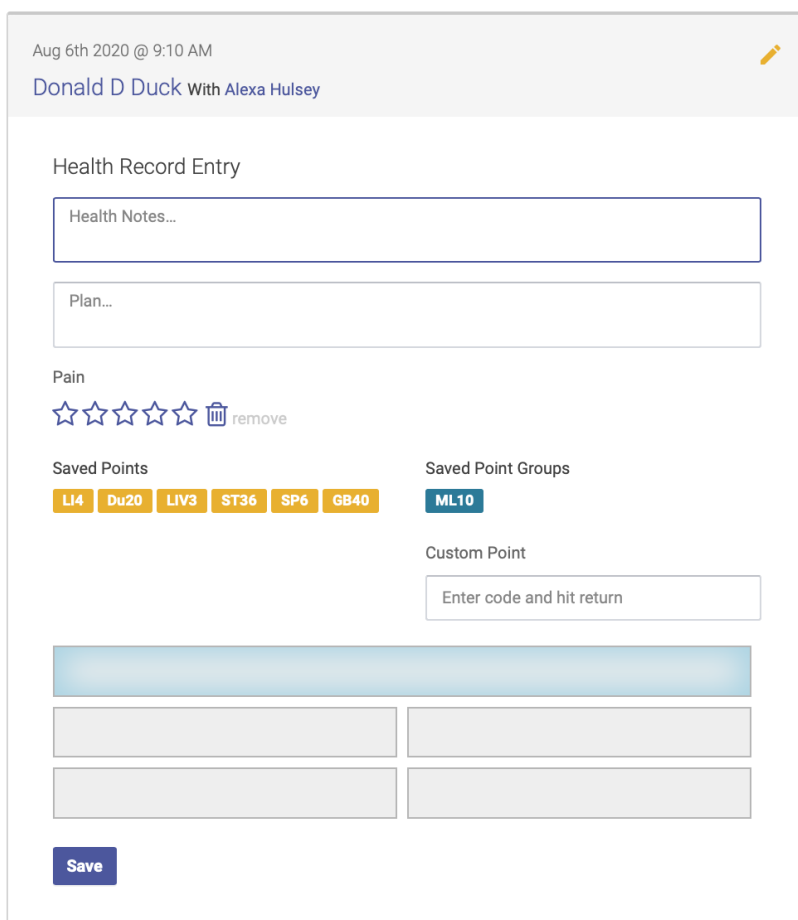
Aug 5th 2020 @ 9:40 AM

Buzz A Lightyear With Alexa Hulsey

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

Edit Record

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 Hulsey

Health Record Entry

Health Notes...

Plan...

Pain

☆☆☆☆☆ remove

Saved Points

LI4 Du20 LIV3 ST36 SP6 GB40 ML10

Saved Point Groups

Custom Point

Enter code and hit return

Save

Or in SOAP format:

Aug 6th 2020 @ 9:10 AM

Donald D Duck With Alexa Hulseley

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 Hulsey

 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 Hulsey

 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

Revision #8

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

Updated Wed, Jan 27, 2021 3:35 PM by [Joe](#)