



SOAP Note: Confidential Notes

A new option has been added to the SOAP Note screen to allow for **Doctors, NP's, and PA's** to enter and view **confidential notes** for patients. None of your staff can view these notes unless you allow it. You will need to activate this option on the user's security definition checking the option "Access Confidential Notes".

Once this is set and the Doctor, NP, or PA is logged in, there will be a new button on the bottom left of the SOAP Note screen labeled "Confidential".

These notes are not part of the patient's medical record and are stored *encrypted* for added security. If a patient has any confidential notes, this button will automatically be highlighted.

The screenshot displays the SOAP Note interface for patient HALG (J.T. SMITH, M.D.). The patient information includes name (2 ROMO, FRED), gender (Male), DOB (04211980), and insurance (2-MEDICARE SERVICES). The 'Confidential Notes' dialog box is open, showing a text entry field with the content: "My favorite NFL Player of all time was named Tony. His Quarterback rating in 2016 was 134.4". The dialog box has buttons for 'Save', 'Delete', 'Cancel', and 'Save/Exit'. A red arrow points to the 'Confidential' button in the bottom left corner of the main screen, and another red arrow points to the 'Save' button in the dialog box.

Again, to activate this option on the user's security definition checking the option "Access Confidential Notes".

User ID Access & Security Definitions

010	JOSEPHINE	JOSEPHINE	JOSEPHINE MCTAVISH, MD			
User Number	User Identification	Sign On Password	Name of User			
MCTAVISH	JOSEPHINE	MD	04			
Last Name	First Name	In	Suffix	Doc/Prov Num	EMR Suffix	
9739739739	Doctor	04	Meaningful Use Definitions	<input type="checkbox"/> In-Activate User ID		
NPI or ID Number	Role, Doctor, etc.	eScript Doc				

Security Options

<input checked="" type="checkbox"/> Access Utility Menu	<input checked="" type="checkbox"/> Access Financial Reports
<input checked="" type="checkbox"/> Advanced Utility Access	<input checked="" type="checkbox"/> Modify Ledger items, except Balance
<input checked="" type="checkbox"/> Access User ID Definitions	<input checked="" type="checkbox"/> Delete or Merge Patient Records
<input checked="" type="checkbox"/> Access Schedule Utility Menu Without Special Password	<input checked="" type="checkbox"/> Delete Ledger Items Posted by any UserID
<input type="checkbox"/> Force Patient Balance Changes	

Advanced Options

<input checked="" type="checkbox"/> Access Management Audit Reports	<input checked="" type="checkbox"/> EMR Electronic Medical Records Access
<input checked="" type="checkbox"/> Paper Prescription Access	<input checked="" type="checkbox"/> EMR Access ONLY
<input checked="" type="checkbox"/> Paper Prescription VOID	<input checked="" type="checkbox"/> eScripts - Write New Scripts
<input checked="" type="checkbox"/> Access To Do List	<input checked="" type="checkbox"/> Stop Post Screen Access
<input type="checkbox"/> Allow anyone to access my Msg Center Mail Box	<input checked="" type="checkbox"/> Access Note Review Window
<input type="checkbox"/> Allow me to access anyones Msg Center Mail Box	<input type="checkbox"/> Update Support Rules
<input type="checkbox"/> Allow Access to Secure/Portal Messages	<input type="checkbox"/> Display Live Switch buttons
<input type="checkbox"/> Allow Access to NewCrop Lab Interface	<input type="checkbox"/> Allow Export Patient Data
<input type="checkbox"/> Allow HAPI FHIR Update Access	<input type="checkbox"/> EMR Browser Only Access
<input type="checkbox"/> Limit Daily Reports Menu to Activity Reports Only	<input checked="" type="checkbox"/> Access Confidential Notes

Emergency Access

User Is Not Allowed Emergency Access
 User is Allowed Emergency Access
 User is an Emergency Access User Profile

Save **Add New User ID** **List Active Users** **List In-Active Users** **Cancel** **Save/Logout**