

# Immediate Notes

## Creating an Immediate Note:

- 1) From a patients screen use the top **Window** option then select **Immediate Notes**.
- 2) Select the **Update** button.
- 3) On the Update Immediate Notes screen either manually type in your note or use the **Pop Up** button to select items from a list.
- 4) Use the **Save/Exit** button.

## Changing an Immediate Note:

- 1) On the Update Immediate Notes screen either manually type in your note changes or use the **Pop Up** button to select items from a list.
- 2) You can create or update the Pop Up List by using the **Tools** option on the Update Immediate Notes window.
- 3) Use the **Save/Exit** button.

## Deleting an Immediate Note:

- 1) On the Immediate Note window, use the **Update** button.
- 2) On the Update window, use the **Clear** button, then reply **YES**
- 3) Use the **Save/Exit** button.

## Notes:

You can create or update the Pop Up List by using the **Tools** option on the Update Immediate Notes window.

Using the “Update” button, provides an automatic network lock on the Immediate Notes Window for the specific patient, eliminating the possibility of losing data when two or more users open the Immediate Note window for the same patient at the same time.