Editing a Clinical Note

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When can I edit a clinical note?

Prior to a note being **approved**; a clinical note can be edited if:

- You have note creation rights
- Or you have note approver rights

After a note is approved, you can edit the note if

- You have the **can edit approved clinical notes** permission. This is designed for an administrator or compliance role and it's availability should be carefully considered.

When these conditions are met, an **Edit** button is available.

How can I edit a clinical note?

To Edit an existing clinical note:

1. Search for a patient.
2. Click **Show**.
3. In the Main Menu, click **Clinical Notes**.
4. Click **Show** for the clinical note you wish to edit.
5. Click **Edit**.
6. In the **Text** field, modify any content as needed.
7. In the **Clinical Note Category** field, select a different category if needed.
8. In the **Case** field, select a different case if needed.
9. Click **Save Draft** to save a draft version of the note for future editing; or,
10. Click **Save Approved** to finalise the clinical note. *(A version number will appear , which is the number of times the Approved notes has been edited)*

Note: The permission "Can edit approved Clinical Note" controls the availability of Edit feature for users.

Disclaimer: Although the system allows you to edit a clinical note after approval, you should ensure you comply with any clinical best practice guidelines/legislation around editing existing clinical notes.

Auditing

See Clinical Note Audit Trail

Removing incorrect information

Where a note is wrong or irrelevant, you may wish to remove it in its entirety.

See Strike a Clinical Note