

# Clinical Note Audit Trail

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To maintain a full longitudinal record and to ensure that there is always an audit trail of changes made, each version of a clinical note is stored and viewable.

To view Versions of a clinical note:

1. Locate the Clinical Note (see [Clinical Notes](#) to learn how to filter or search).
2. Click **Show**.
3. If more than one version exists, then the Versions button will appear - click **Versions**.
4. The latest version will display, you can cycle through versions using the **Previous** or **Next** buttons.

Information stored for each version includes:

- Create date and time
  - Update Date and time
  - Signature - who added the note
  - Approval date and time
  - Approver Signature - Who Approved the note
  - The contents of the note
  - If the note was a draft.
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