

Strike a Clinical Note

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To comply with best medical practice, clinical notes cannot be deleted. However, you can Strike a clinical note, indicating that it should not longer be part of the current medical record. The Struck note is then visible under the Clinical Notes > History tab

To strike 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 strike
5. Click **Strike**.
 - a. A confirmation message appears — click **OK**.
6. The clinical note then appears in the **History** tab and A new version of the note is created for audit purposes.

A clinic note can be unstruck by following these steps:

1. [Search](#) for a patient.
 2. Click **Show**.
 3. In the Main Menu, click **Clinical Notes**.
 4. Click the **History** tab.
 5. Locate the clinical note you wish to unstrike.
 6. Click **Unstrike**.
 - a. A confirmation message appears — click **OK**.
 7. The clinical note is moved back to the **Current** tab and a new version of the note is created for audit purposes.
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