

Adding a Clinical Note Category

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

To add a Clinical Note Category:

1. Click **Administration**.
2. Click **Patients**.
3. Click **Clinical Note Categories**.

Global Setting:

Name: Clinical Note Category a mandatory field

Type: True/False

If this setting is enabled the authoring of a clinical note requires that the clinical note category field be populated. This only applies to users authoring clinical notes via the user interface and does not apply to clinical notes created when an assessment is approved. Assessment created clinical notes will continue to have no category applied

4. Click **New**.
 5. Enter a Description.
 6. If Active = Checked/True - then the category will appear in the picklist.
 7. Select the Location and Group (This will restrict the clinical note category to specific Location and Group chosen)
 8. Click **Create Clinical Note Category**.
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