General Note

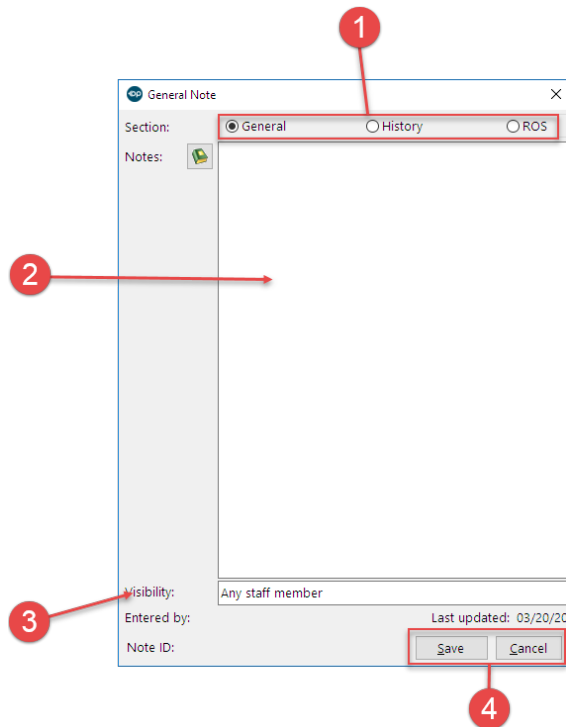Last Modified on 08/17/2021 11:29 am EDT

Version 14.19

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About General Note

> **Path: Clinical, Practice Management, or Billing tab > Patient Chart button > General Notes > New or Edit button**

The General Note window allows users to enter additional information about the patient. The Note may be a general note, a historical note, or a review of systems (ROS) note.

General Note Map

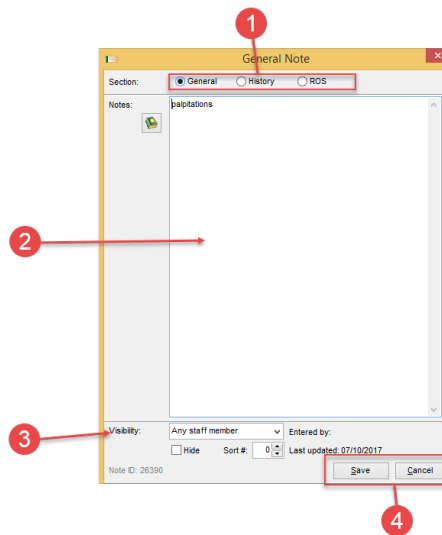| Number	Section	Description
1	Section radio buttons	The Section radio buttons select the type of note to be created. Note selections are General, History, or ROS note.
2	Note	In the Note text field, you can enter your note. The **Phrase Construction** button opens the Phrase Construction window so you can create your note using pre-defined phrases.
3	Visibility	The Visibility drop-down menu determines who is able to view the note.

4	Save and Cancel buttons	The **Save** and **Cancel** buttons save or cancel the note.
-	Chart Review Tab (shown in History or ROS notes)	The Chart Review Grid lists the date, progress note, primary diagnosis, and provider for the selected patient note.
-	Audit Trail tab (shown in History or ROS notes)	The Audit Trail tab indicates the staff name, date, time, and reason for the note creation. It also lists the before and after change information.

Version 14.10

About General Note

| Path: Smart Toolbar > Chart button > General Notes tab > + button

The General Note window allows Providers to enter any additional information about their patient. The Note may be a general note, a historical note, or a review of systems (ROS) note.

General Note Map

Number	Section	Description
1	Section radio buttons	The Section radio buttons select the type of note to be created. Note selections are General, History, or ROS note.
2	Note	In the Note text field you can enter your note. The Phrase Construction icon opens the Phrase Construction window so you can create your note using pre-defined phrases.
3	Visibility	The Visibility dropdown determines who is able to view the note.
4	Save and Cancel buttons	The **Save** and **Cancel** buttons saves or cancels the note.
-	Chart Review Tab (shown in History or ROS notes)	The Chart Review Grid lists the date, progress note, primary diagnosis, and provider for the selected patient note.
-	Audit Trail tab (shown in History or ROS notes)	The Audit Trail tab indicates the staff name, date, time, and reason for the note creation. It also lists the before and after change information.