Delete a General Note

Last Modified on 12/10/2019 2:55 pm EST

Version 14.19

1. From a patient chart, open the General Notes using one of the methods below.

    - Click the General Notes **button** in the Windows Navigation Panel of the patient's chart.
    - Click the General Notes **heading i**n the Clinical Overview window in the patients chart.

2. Highlight the note you wish to delete.
3. Click the **Delete** button.
4. Click the **Yes** button in the Confirmation dialog box window. The audit window is displayed.
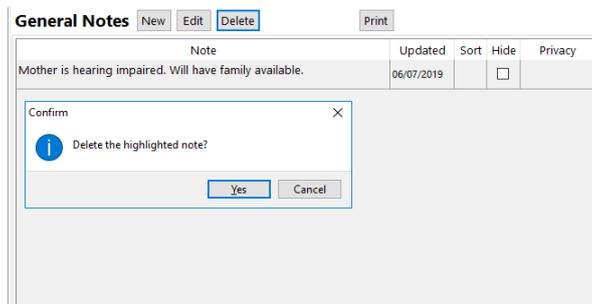
5. Click the drop-down arrow and select an option from the list.
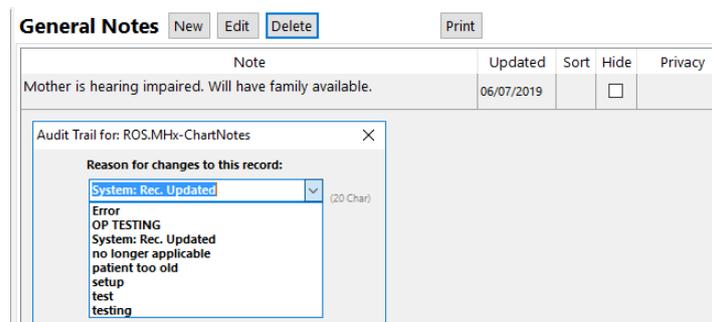
6. Click the **OK** button.

Version 14.10

1. Open the General Note List.

2. Highlight the note you wish to delete.

3. Click on the **Delete** button on the toolbar above the note.

4. Click **Yes** in the pop-up box that appears asking if you want to Delete the Highlighted Note.

5. Another Pop-up window will ask you for your reason for deleting. Select or Write in your reason and click OK.