Patient Chart: General Notes

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> 🎯 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.
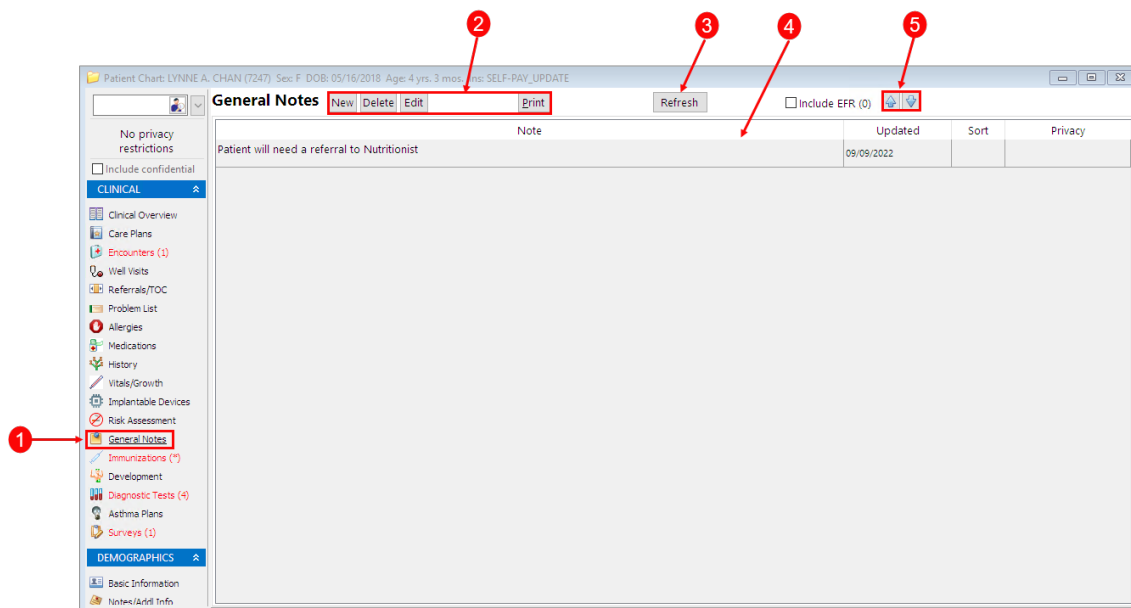
About Patient Chart: General Notes

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

The General Notes window in the Patient Chart displays a list of General Notes, which you can use to enter any notes that you want to keep on record with the patient.

> 📌 **Note**: Just like a paper chart, the electronic chart in OP contains personal health information and should be kept protected and confidential. Always close all windows on your screen and log out of OP when you are not at your workstation.

Patient Chart: General Notes Map

Number	Section	Description
1	General Notes button	The General Notes button accesses the General Notes window in the patient's chart.
2	Function buttons	The function buttons print, add, edit, and remove a note.
3	Refresh Button	The **Refresh** button allows users to refresh the screen after entering their Emergency Override credentials.
4	General Note List	The General Notes list grid displays the patient's list of General Notes.

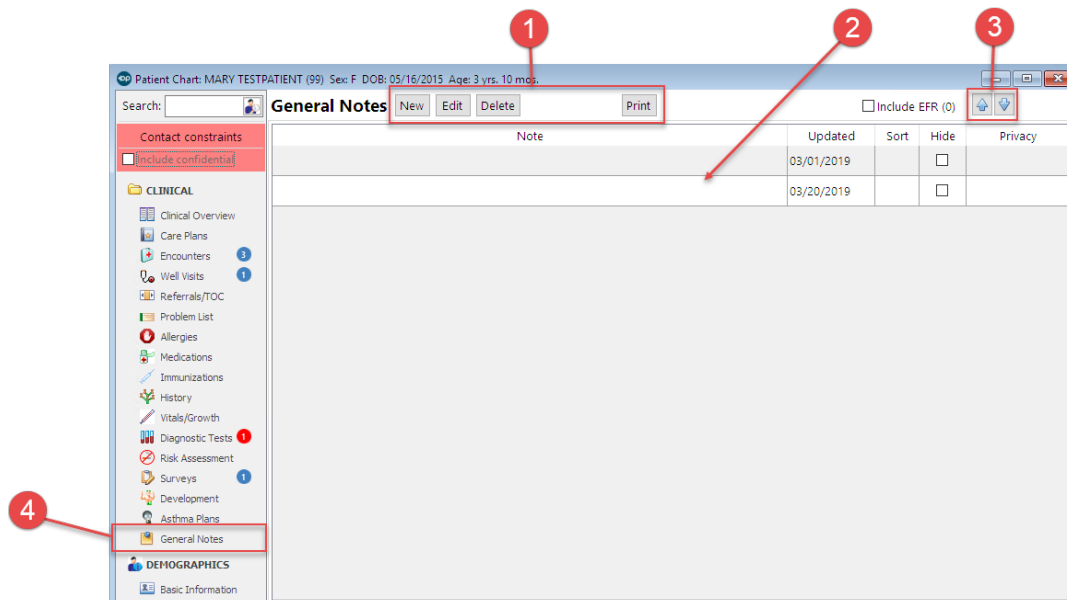| 5	Order buttons	The **Order** buttons organize the list of General Notes.

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