

Important Content Update Message



We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**

How do I change the visibility of finalized note?

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To change the visibility of a finalized note, follow the steps below:

1. Open the Patient's Chart.
2. Select Encounters or Well Visits.
3. Select the note to change the visibility level and click **Open Note**.
4. Select the appropriate visibility from the **Visibility** drop-down located at the bottom of the note.
5. Click the **Save** button.