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.