

# How do I view limited visibility sections in Encounter Notes?

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To view a finalized note:

1. Click the **Chart** button on the main menu.
2. Click the **Encounters** tab.
3. Select the encounter note and click the **Open Note** button.
4. Click the **Summary** tab.
5. Select the checkbox for Include Records/sections with limited visibility (EFR) in the Summary Report Criteria field group.
6. Click the Alternate Notes tab.
7. Click the **Rebuild Summary** button.
8. The section that was set for higher visibility will populate under the Alternate Notes tab.

*OP sets **all defaults to share all information** Any individual decisions by Practice-users to restrict information sharing (access, use, or exchange) are the responsibility of the Practice in the implementation of its 21st Century Cures Act Information Blocking policies and procedures for its Practice and patients.*