



Important Content Update Message

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

Flag a Note as Incomplete

Last Modified on 10/20/2020 9:08 am EDT

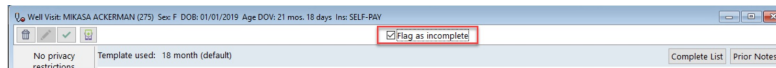
Version 20.7

Overview

Flagging a Visit Note as 'incomplete' sets a visual reminder for the provider that an Encounter or Well Visit Note is incomplete. This indicator is set prior to saving the Note.

Flag a Note as Incomplete

1. Prior to closing the note, select the **Flag as incomplete** checkbox.



2. Exit and save the note.
3. The visit note displays with a status of **NOTE STATUS: MARKED AS INCOMPLETE** in the following areas.

- Well Visits or Encounters within a patient's chart.

Date	Progress Note	Primary DX	Provider	Age on Date
10/19/2020	NOTE STATUS: MARKED AS INCOMPLETE	Z00.129 Encounter for routine child health exa...	Cindy Malek	21 mos. 18 days

- Clinical Work window in the Encounters or Well Visits tab.

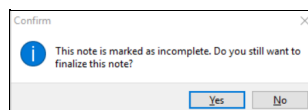
Date	Patient Name	Progress Note	Staff
10/19/2020	JACKERMAN, MIKASA	NOTE STATUS: MARKED AS INCOMPLETE	Cindy Malek

Complete the Note

1. From the Encounters or Well Visit tab in the Clinical Work window, or from Encounters or Well Visits within the Patient Chart, select the note and click the **Edit** button.
2. Uncheck the **Flag as incomplete** checkbox.
3. Complete and finalize the VisitNote.



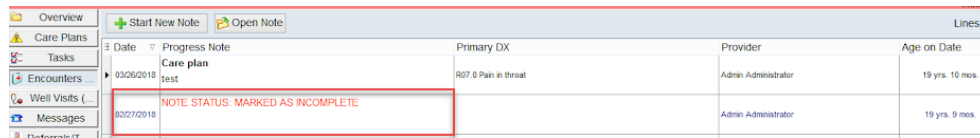
Note: If you attempt to finalize the note before deselecting the **Flag as Incomplete** checkbox, a Confirmation dialog box is displayed to warn you that the note is marked as incomplete. Click the **No** button if additional edits are needed, or click the **Yes** button to finalize the note.



Version 14.10

Overview

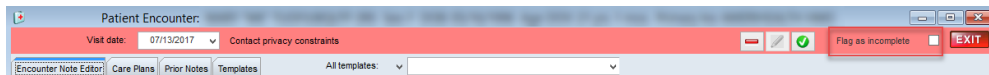
There may be instances when a provider needs a visual reminder that an encounter or well visit note is incomplete. Prior to saving a note, an indicator can be set as this visual reminder to flag the note as incomplete.



Date	Progress Note	Primary DX	Provider	Age on Date
03/26/2018	Care plan test	R07.0 Pain in throat	Admin Administrator	19 yrs, 10 mos.
02/27/2018	NOTE STATUS: MARKED AS INCOMPLETE		Admin Administrator	19 yrs, 9 mos.

To do this:

1. Prior to closing the note, select the **Flag as incomplete** checkbox.
2. Exit and save the note.



3. In the patient's Encounter or Well Visit tab of the chart the Progress Note column displays **NOTE STATUS: MARKED AS INCOMPLETE**
4. To complete the note and resolve the incomplete status:
 - a. From the Encounters or Well Visits tab on the Schedule and Practice Workflow window, you will see notes that have not been finalized and have been flagged as incomplete. Highlight the note and click the **Edit** button.
 - b. Deselect the **Flag as incomplete** checkbox.
 - c. Complete and finalize the note.

Note: If you choose to finalize the note prior to deselecting the **Flag as Incomplete** checkbox, a Confirm window appears to warn you that the note is marked as incomplete. Click **No** if additional edits are needed or click **Yes** to finalize the note.

