# Apply a Placeholder Template to a Visit Note (Split Go-Live)

Last Modified on 10/15/2020 3:30 pm EDT

Version 20.7

## Overview

Visit Placeholders are typically only used during a Split Go-Live. The purpose of applying a Visit Placeholder is so that the practice staff knows where to locate the visit information after the Practice has fully implemented OP.
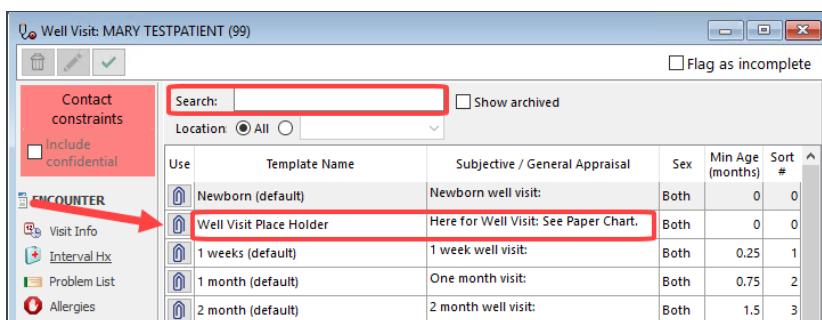
## Apply a Well Visit Placeholder Template

1. From Tracking, select the patient, and right-click to select **Open well visit**.
2. Click **No** when asked if you want to apply the default template for the patient's age. The Visit Note is displayed.

> ❗ **Warning:** Clicking **Yes** to apply the default template for age is not appropriate during a Split Go-Live, as the Visit is not being charted in OP. If you accidentally click **Yes** to apply the default template for age, exit the note without saving and start over.

3. Click on the **Complete List** button.
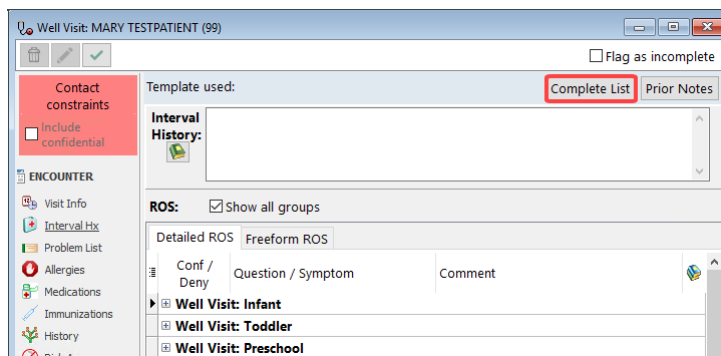


4. Search for the **Well Visit Placeholder** template, and click the **paperclip** button to apply it to the Visit Note. The Interval History field is populated with "Here for Well Visit: See Paper Chart" as constructed in the template.

## Apply an Encounter Placeholder Template

1. From Tracking, select the patient, and right-click to select **Open encounter**.
2. Click **No** if asked if you want to apply a template. The Visit Note is displayed.
3. If not already there, click the **CC/HPI/ROS** section of the Note.
4. In the All Templates field, search for and select the **Encounter Placeholder**.
5. Click **OK** to apply the sections of the Placeholder Template. The Chief Complain (CC) is populated with "Here for Sick Visit: See paper chart" as constructed in the template.