



Chart Encounter Note Locking and Addendums

Development Date:	April 14, 2019	Reviewed/Revised Date:	October 28, 2019
Intended Users:	CHNs, Nurse Practitioners, Physicians, Mental Health Therapists		

STEP:	PROCESS:
1.	Complete and save your chart note.
2.	Under the Encounter Notes tab, right click over your chart note.
3.	Select "Lock".
4.	In the prompt box, select "yes".
5.	To create an addendum note, right click over your locked chart note.
6.	Select "Attach Note".
7.	Create your Addendum Note in the provided box.
8.	Select "OK".
9.	To review your Addendum Note, double click on your chart note.
10.	Select the "Addendums" icon at the bottom right corner.
11.	
12.	
13.	
14.	