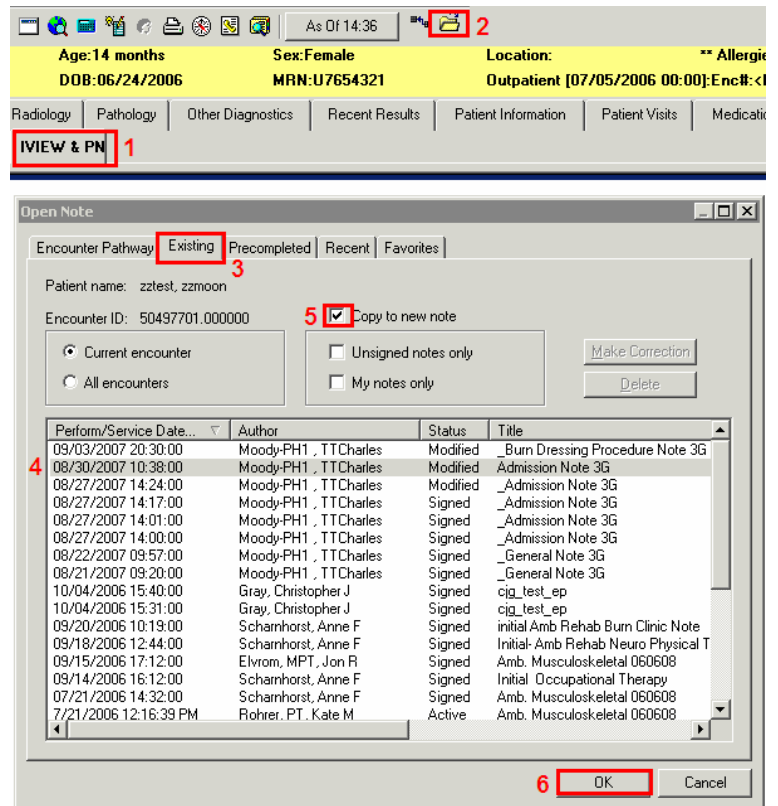


Copy to New Note

Data from an existing *PowerNote* can be copied forward into a new *PowerNote*. Copying forward from an existing *PowerNote* allows the clinician to import static information such as the Initial Diagnosis while updating the Results Review, Physical Exam, and Plan.

1. From the patient's chart, select the **IVIEW & PN** tab
2. **Open ...** (yellow folder) icon from the menu bar
3. Click the **Existing** tab
4. Choose the correct note to copy
5. Select the **Copy to New Note** checkbox.
6. Click **OK**, this will copy previously signed or saved note to a new note
7. Always review all data, remember to make changes as necessary



Note: When copying forward from a colleague's note remember to correct the Signature Line.

8. Add signature line, as needed
9. To sign the document, either
 - a. Click on the **Sign...** icon, or
 - b. Select the **Documentation** menu, and then click **Sign**

10. From the **Sign Note** dialog box, select the correct
 - **Document Type**,
 - **Date** of service, and
 - **Request Endorsement**, as needed.

Note: Add the correct attending to the note as a signer.

11. Click **OK** to finalize the note