

Precompleted Notes

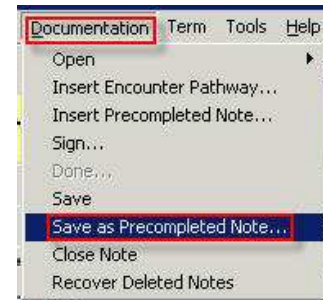
Precompleted Notes are *PowerNote* templates that have been saved for use on multiple patients. This allows commonly utilized sections of a specific type of note to be filled out in advance and re-used multiple times.

Saving a Precompleted Note

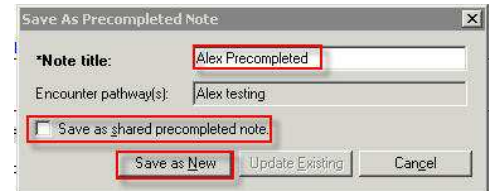
1. Complete a note

Note: Patient-specific data will be saved.

2. Click on **Documentation**
3. Select **Save as Precompleted Note...**
4. Revise **Note title** to reflect type of Precompleted Note



*Note: Check the **Save as shared precompleted note** checkbox to allow others to take advantage of this template*



5. Click **Save as New**

Note: If you save a Precompleted Note as shared, be aware that other users can delete or modify your Precompleted Note from the list.

Deleting a Precompleted Note

Precompleted notes can only be updated by deleting the original version of the note and saving a new version that includes any changes.

1. Open *PowerNote*,
2. Click on **Precompleted** tab
3. Click on the Precompleted Note to be deleted
4. Click **Delete**
5. Click **Yes**

