You can use the **Patient Notes** page to create custom free-text notes associated with a patient record.

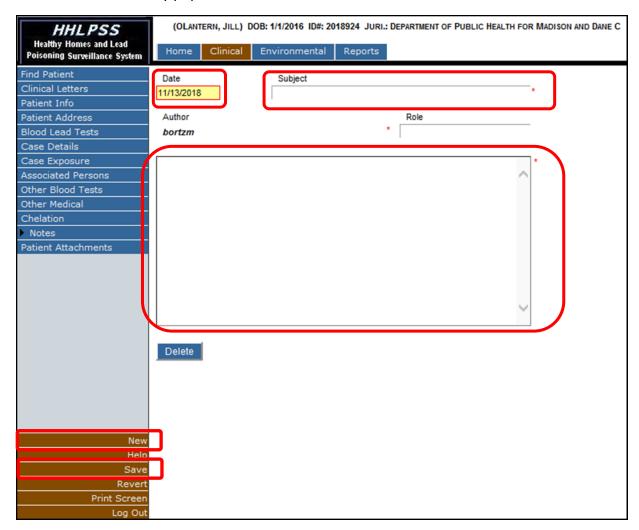**Step 1:** Select the **Clinical** tab and find the patient [see Job Aid 3.1: Find a Patient and Patient Information (P-02299-3.1)]. Verify you have the correct patient by reviewing the patient information at the top of the screen (highlighted in yellow).

Step 2: Click on **Notes** on the left side menu. This will bring up the **Notes** page. Existing patient notes will be listed as in the screenshot below.

Step 3: To view or edit the details of an existing note, click the **Detail** link in the Details column associated with the desired note.

Step 4: To add a new note, click on the **New** button on the bottom left side menu. Required fields for patient notes are the Date, Subject and contents in the text box for the actual note (circled in red). Your name will automatically populate as the **Author**.

Step 5: After entering your notes and the other required data, click on the **Save** button in the bottom left side menu. After saving, the note will be added to the listing on the **Notes** page.

Questions

Please contact the HHLPSS coordinator at 608-266-5817, or email DHS Lead Poisoning Prevention.