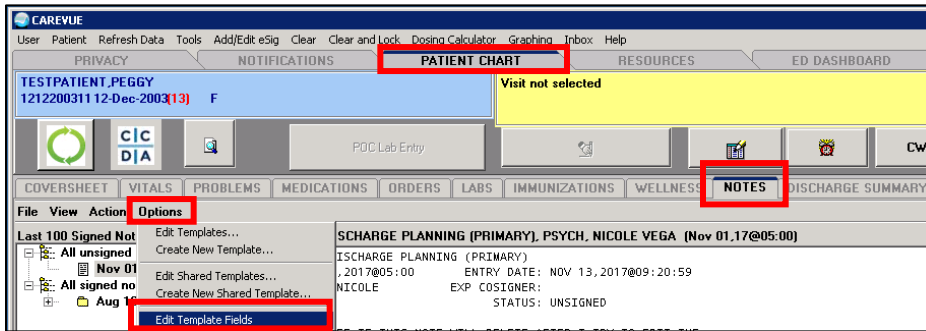


Creating new template fields

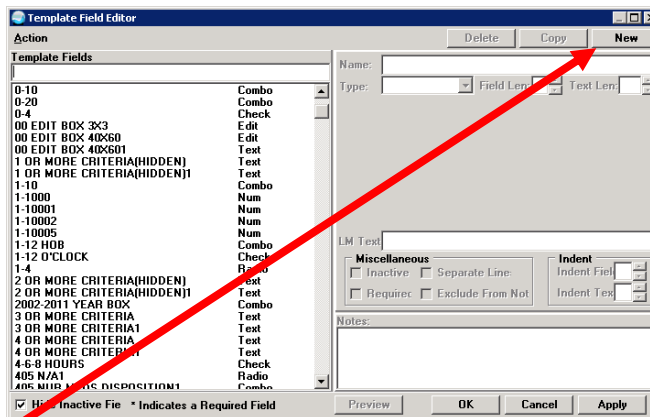
YOU NEED TO HAVE THE USER CLASS – CLINICAL COORDINATOR

Building is done in CareVue → Patient Chart tab → Notes tab

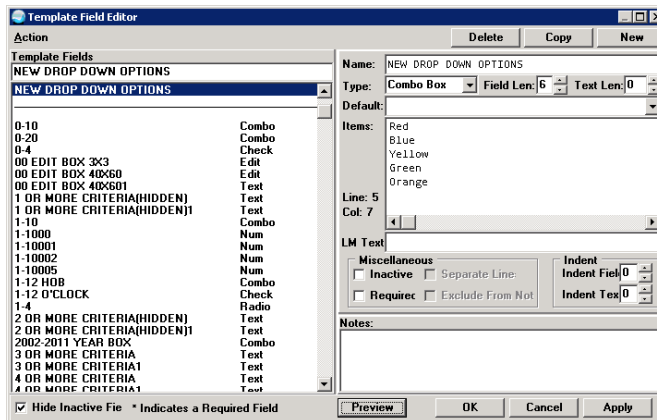
1. Creating a new drop-down template field.



- Click on “Options” from the NOTES tab
- Click on “Edit Template Fields”



- Click on “New”



- Enter a new name for the template field.
- Choose the TYPE drop down “COMBO BOX”.
- In the ITEMS box, you can start listing your items. After each entry hit ENTER to get to next line.
- You can set a DEFAULT choice. You can make this field a REQUIRED selection.
- Once you are complete, select “Apply” to save field. Click on “Preview” to see how it will look once you add this new template field to your Note Template.

