Copy Forward

Copy Forward a note to change the note type. After copying, be sure to In-Error the incorrect note.

1. Within the patient’s chart, open PowerNote.

2. Select Add.

3. Click Existing Tab.

4. Select note to be copied from the list.

5. Click Copy to new note.

6. Change the note type and date/time to match the original note.

7. Click OK.

8. Complete note as usual, making changes as needed and click Sign/Submit (not shown).