

# Patient Clinical Record

Access clinical records

To open a clinical record, click on Patient > **Clinical** > **Start Consult** OR **View record** to open the clinical record in read-only mode.

In **Address book** > **Patients** > click the ellipsis next to the Patient and select **Record update** to add notes, claim reviews and administrative tasks.

...	Abbot, Allan	01/09/1967	034678999	allan@email.com	Patient	Active	
Start consult		18/04/1972	0400000000	frank@email.com	Patient	Active	
Record update		14/01/1984	0400000000	peter@mail.com	3 Some St, CBD Hamilton 3204	Patient	Active
View clinical record					Patient	Active	
Forms					Patient	Active	
Edit demographics		09/03/1970	+64219087654	jack@email.com	14 Wellington St, Empty 3672	Patient	Active

Patient Clinical Record

1. Add a reaction agent. Note: Drug brands are not included in the list.
2. Assign a task to yourself. The task will pop up when you access the Patient's clinical record.
3. Today's notes can be back-dated using the time and date settings but not forward-dated.
4. Docked tabs are the sections of the clinical record that are currently open.
5. End consult with completed notes to finalise and close the consultation.  
OR  
End consult with incomplete notes to send billing information to the front office and keep the record open.