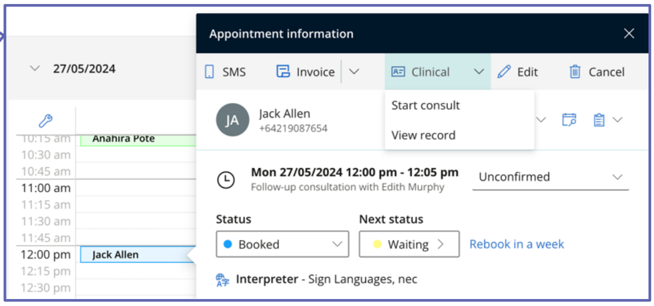
Patient Clinical Record

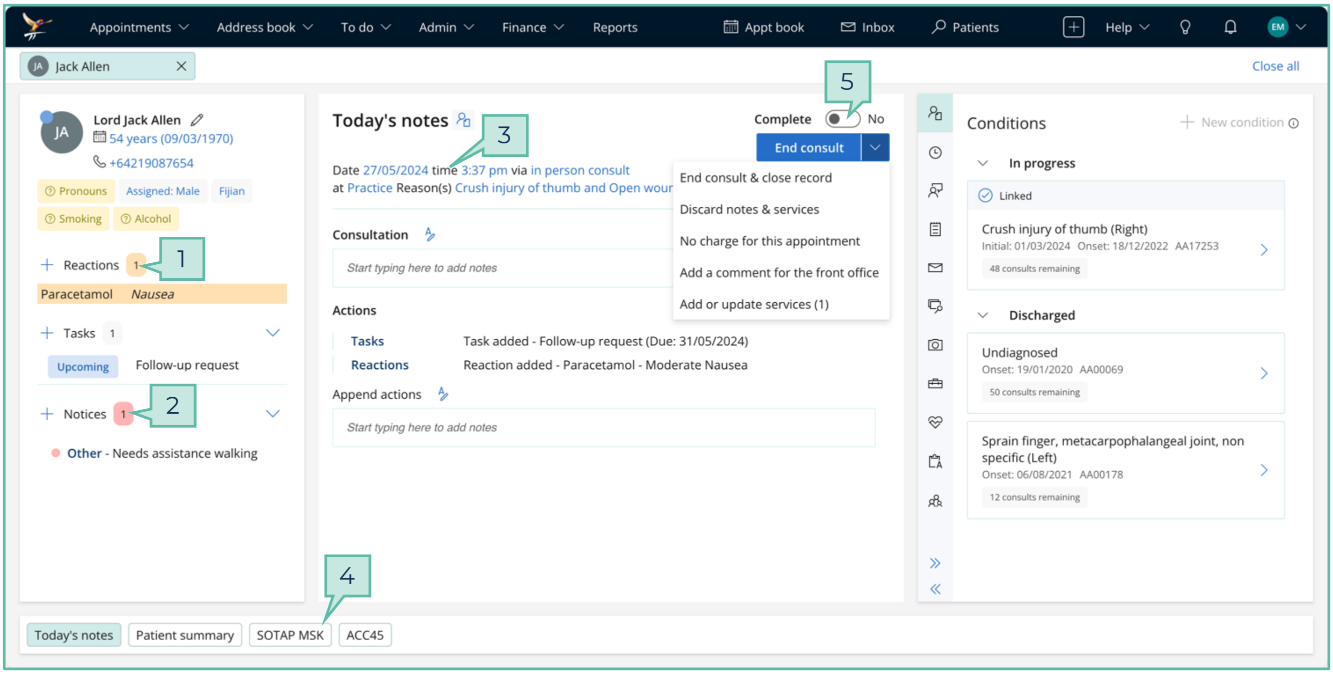
Access clinical records

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.

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.