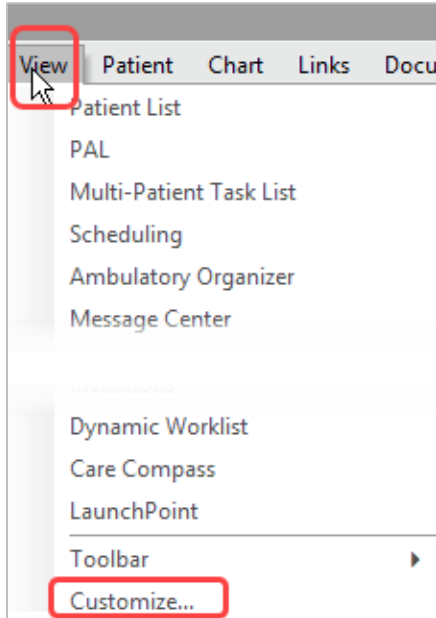


## Manage Personal Note Type List

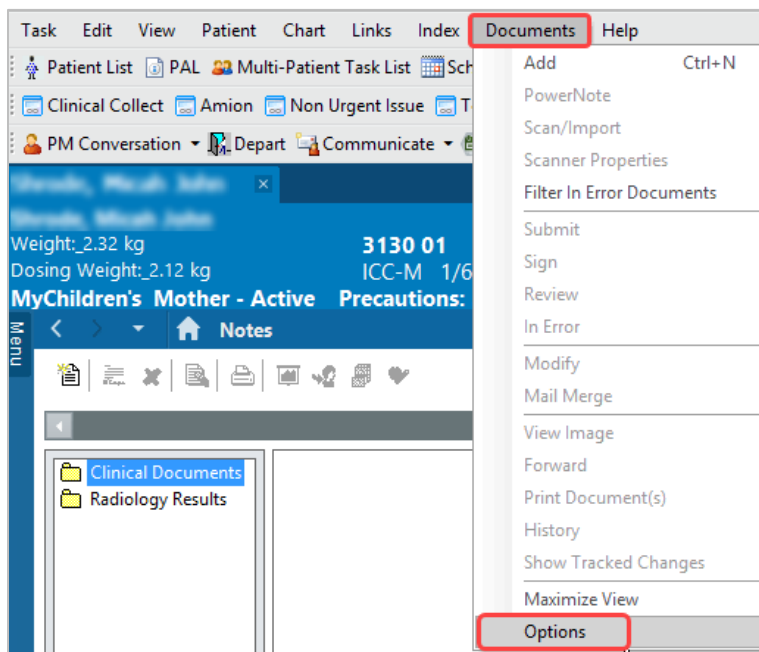
To add or update your personal note type list, follow these instructions.

1. Open a patient chart.
2. **Within Dynamic Documentation:**  
Click **View** (on the top menu bar), then select **Customize** from the dropdown list.





### **From the Notes page:**

Click **Documents** on the top menu, then select **Options** from the dropdown list.

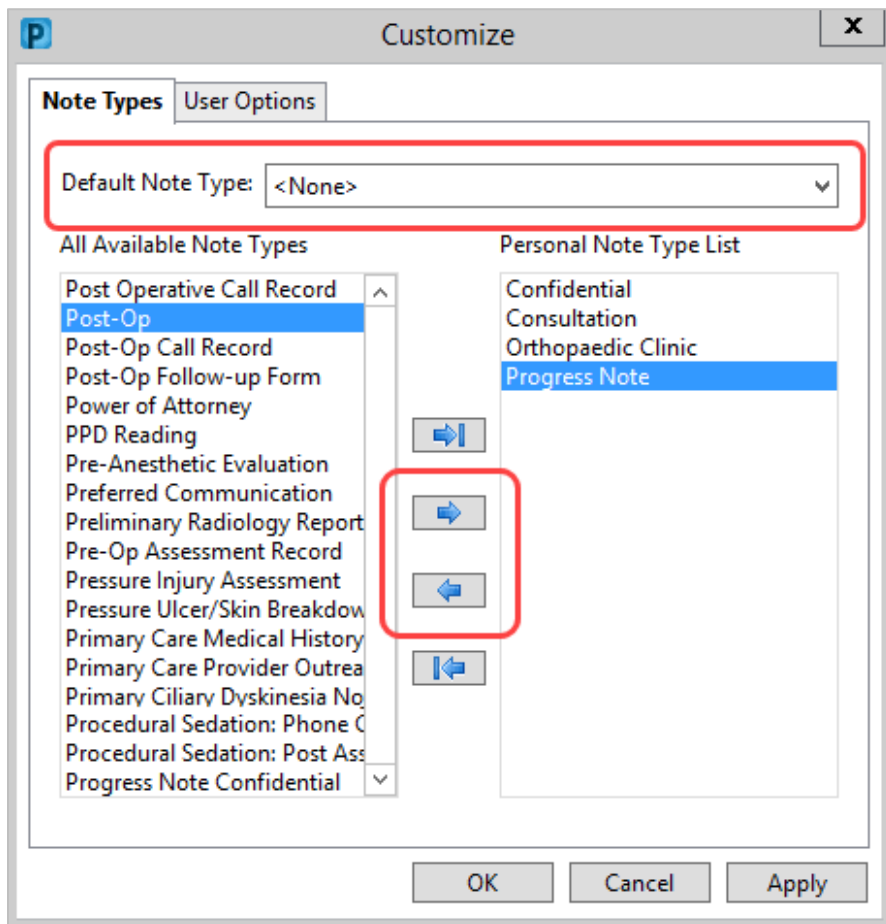


Manage Personal Note Type Lists

3. To create your personal list:
  - Locate the Note Type.
    - Use the scroll bar to locate your desired Note Type in the alphabetical list.
    - Click in the **All Available Note Types** section and begin typing the name of the Note Type. This will locate the Note Type in the list.
  - Add the Note Type to your personal list.
    - Select the Note Type and click the right-arrow button  to move the Note Type to the **Personal Note Type List**.
  - Remove Note Types no longer needed from your personal list.
    - Use the left-arrow button  to move that Note Type back to the **All Available Note Types** list.

**Notes**

- Only use the middle right or left arrows to move Note Types into or remove from your **Personal Note Type List**.
  - Select your most frequently used note as your **Default Note Type**. This Note Type will be selected automatically when you start a new note. Click the drop-down to select your preferred **Default Note Type**.
4. Click **OK** when finished building your list.



5. Close the patient chart.  
When you open a new chart, the default Note Types will be updated in your **Personal Note Type List**.