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There are two ways to approve notes.

They can click on the patient's name and the note will open, they can then make any changes they want to make (if it does not open in edit mode automatically, they just click Edit first). Save the document and then click on Approve, No comments.



Below shows where to click to change Patient info (DOB, spelling of name, etc.)



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The other way to approve notes, is to login and just checkbox the note you want to approve and click approve and choose No comments

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