

How to Use the SOAP Notes

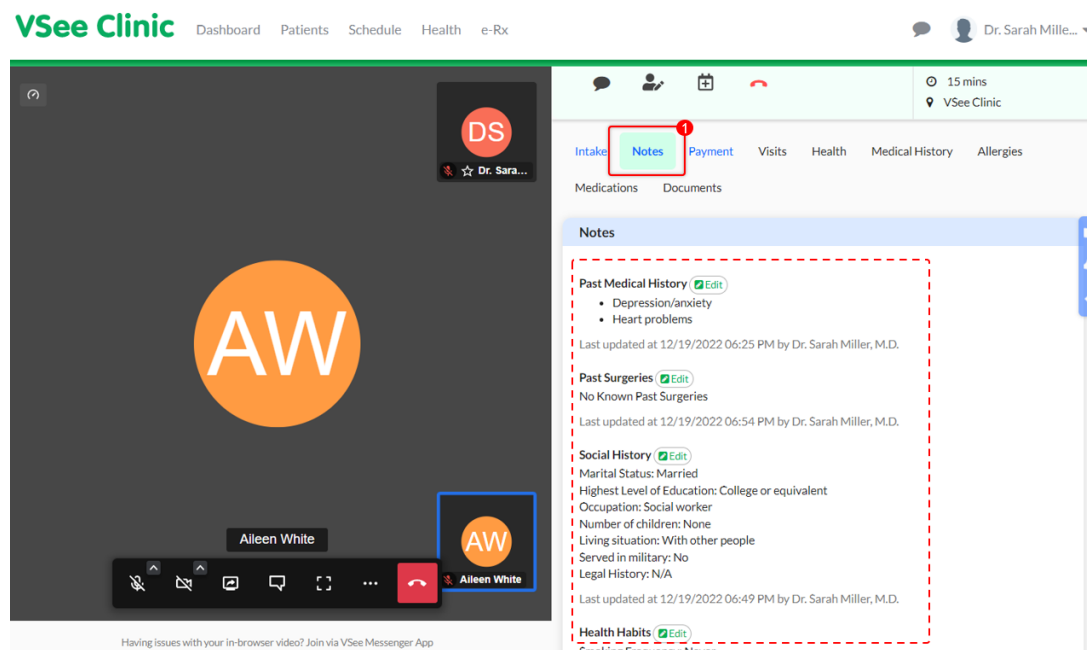
Jay-Ileen (Ai) - 2023-04-12 - VSee Clinic for Providers

While you are on the call with the patient, you can add your notes.

Note: Updating the Notes can also be done after the visit.

1. Click on the **Notes** tab.

You will first see the patient's **Electronic Medical Records (EMR)** section. Read [here](#) to know how to update the Patient's EMR.



You will then see **New Prescriptions** that allow you to prescribe medication for the patient. There is also a table to view the patient's recently prescribed medications. Read [here](#) to know how to use the eRX feature.

You may click on **Preferred Pharmacy** to update the Patient's selected pharmacy during the Intake process.

VSee Clinic Dashboard Patients Schedule Health e-Rx Dr. Sarah Miller...

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Status: In Progress Add Participants

Aileen White In call

Intake **Notes** Payment Visits Health Medical History Allergies Medications

Documents

Last updated at 12/19/2022 06:57 PM by Dr. Sarah Miller, M.D.

New Prescriptions Edit

Search:

Name	Quantity	Dispensings	Directions	Date	Prescriber	St
No Items						

Showing 0 to 0 of 0 entries

Preferred Pharmacy Edit

Shollenberger Pharmacy, 2002 S. McDowell Blvd Ext, Petaluma, CA, 94954, 7079845571

Subjective(optional) Note Templates

Objective(optional) Note Templates

2. Input your notes from Subjective - Objective - Assessment.

Note: You can use the scrollbar on the right to scroll up and down the page.

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Preferred Pharmacy Edit

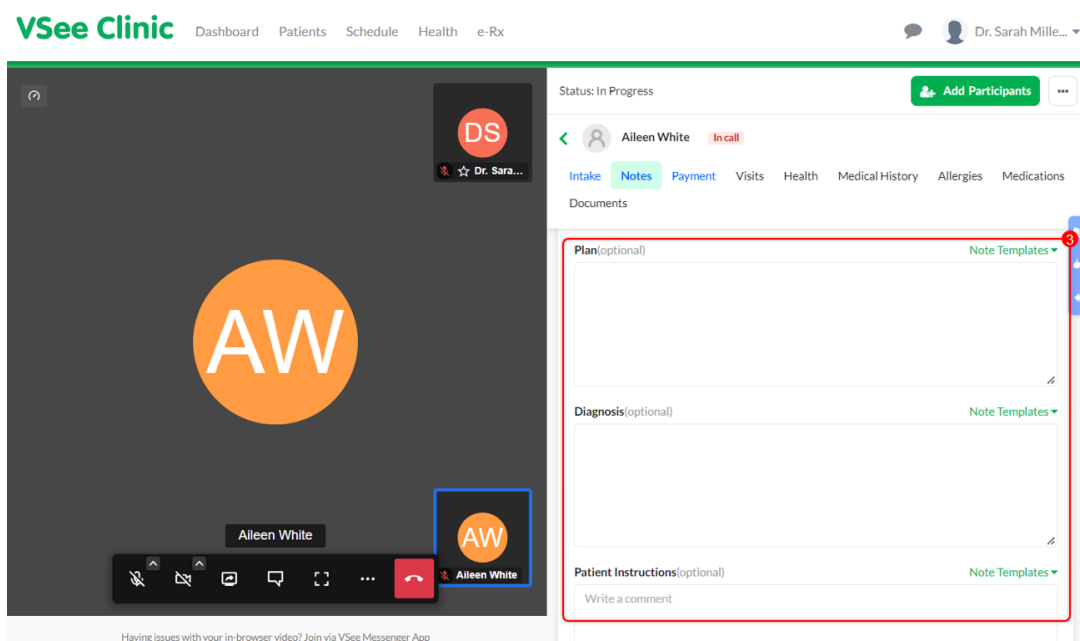
Shollenberger Pharmacy, 2002 S. McDowell Blvd Ext, Petaluma, CA, 94954, 7079845571

Subjective(optional) Note Templates

Objective(optional) Note Templates

Assessment(optional) Note Templates

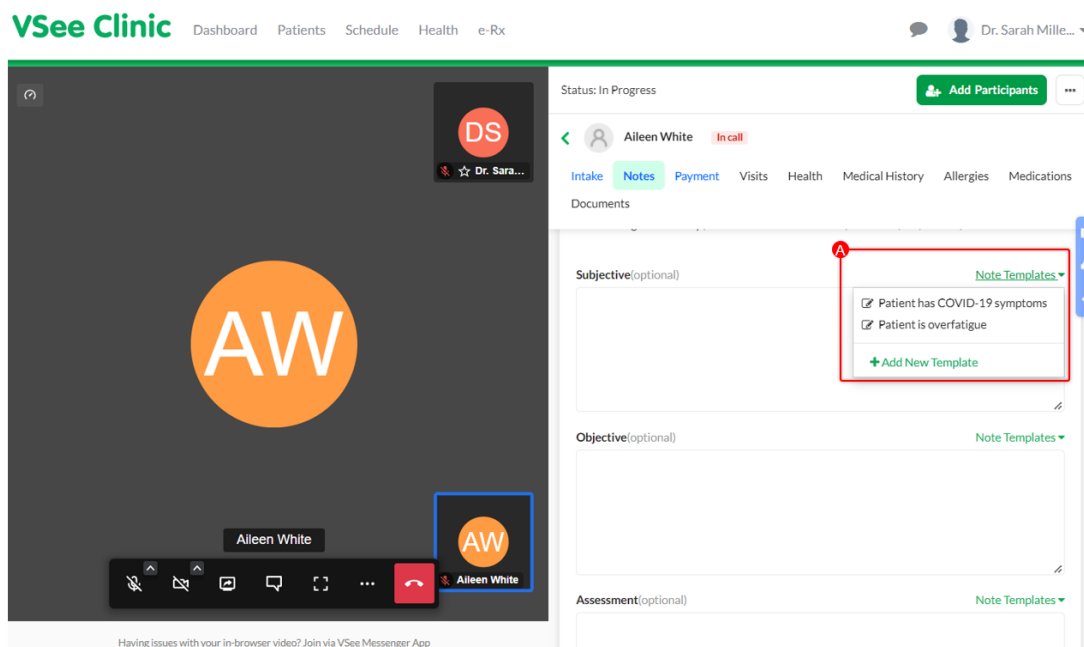
3. Input your notes from Plan - Diagnosis - Patient Instructions.



The fields for Subjective - Objective - Assessment - Plan - Diagnosis - Patient Instructions all have the option to use and add **Note Templates**. This will serve as your shortcut for faster taking down of notes during the telemedicine consultation.

Note: You can only add text templates and not upload any files.

A. Click on the **Note Templates** dropdown and select from the available options, or click **Add New Template**.



B. Add a **Template Title**.

C. Add the **Template Content**.

D. Click on **Save**.

Note: When you add a Note template, this will still be available for you to use on your

next appointments, whether it is for the same patient or for other patients of yours. These templates cannot be seen or used by other Providers of the clinic.

VSee Clinic Dashboard Patients

NEW NOTE TEMPLATE

Template Title

Template Content

Cancel Save

Dr. Sarah Mille...

Add Participants

Health Medical History Allergies Medications

Note Templates

☒ Patient has COVID-19 symptoms

☒ Patient is overfatigue

+ Add New Template

Objective(optional) Note Templates

Assessment(optional) Note Templates

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4. You have the option to attach files for the Patient to view in his/her visit summary.

5. Click **Sign & Send** to submit the visit summary to the patient. Or you can also click on **Save** to finish later.

Note: Only the Patient instructions and Uploaded files will be seen in the patient's visit summary.

VSee Clinic Dashboard Patients Schedule Health e-Rx

Status: In Progress

Add Participants

Aileen White In call

Intake Notes Payment Visits Health Medical History Allergies Medications

Documents

Write a comment

Uploaded Files(optional)

Drag and Drop files here

Or Click Here to browse files

Save Sign & Send

Aileen White

AW

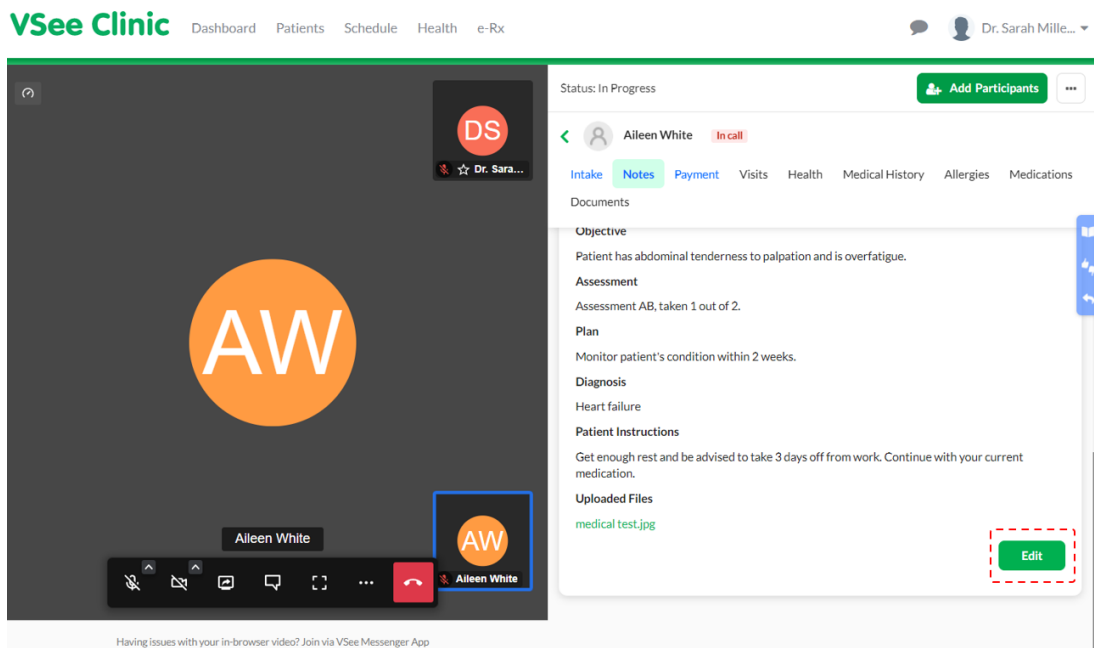
DS

Dr. Sara...

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You still have the option to click on **Edit** if you need to update the Notes.

Note: An updated visit summary will be sent to the patient.



Note: The screenshots above are taken using the new visit page version. To know how to switch to the new version, read: [Three Ways to Switch From Old to New Visit Page](#).

Related Articles:

- [How to Edit the Patient's EMR](#)
- [How to Use eRx \(DoseSpot\)](#)

Need more assistance? Send us an email at help@vsee.com or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

This article was last updated on: 12 April 2023

Tags
Notes
SOAP notes