

## How to Use the SOAP Notes

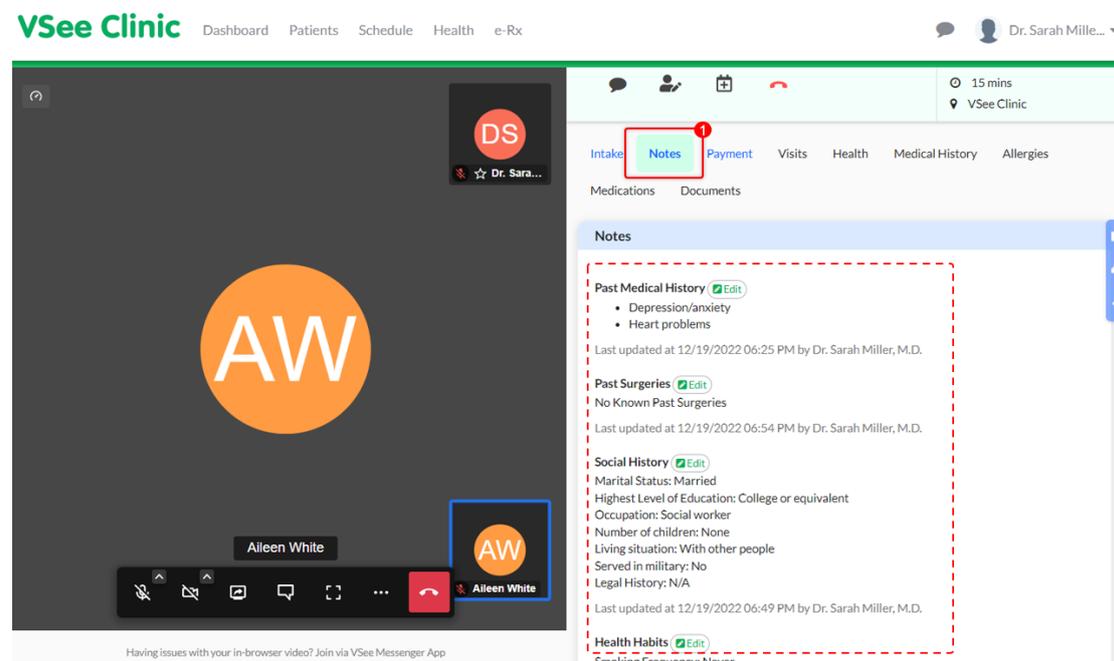
Jay-Ileen (Ai) - 2023-04-12 - [VSee Clinic for Providers](#)

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.

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

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

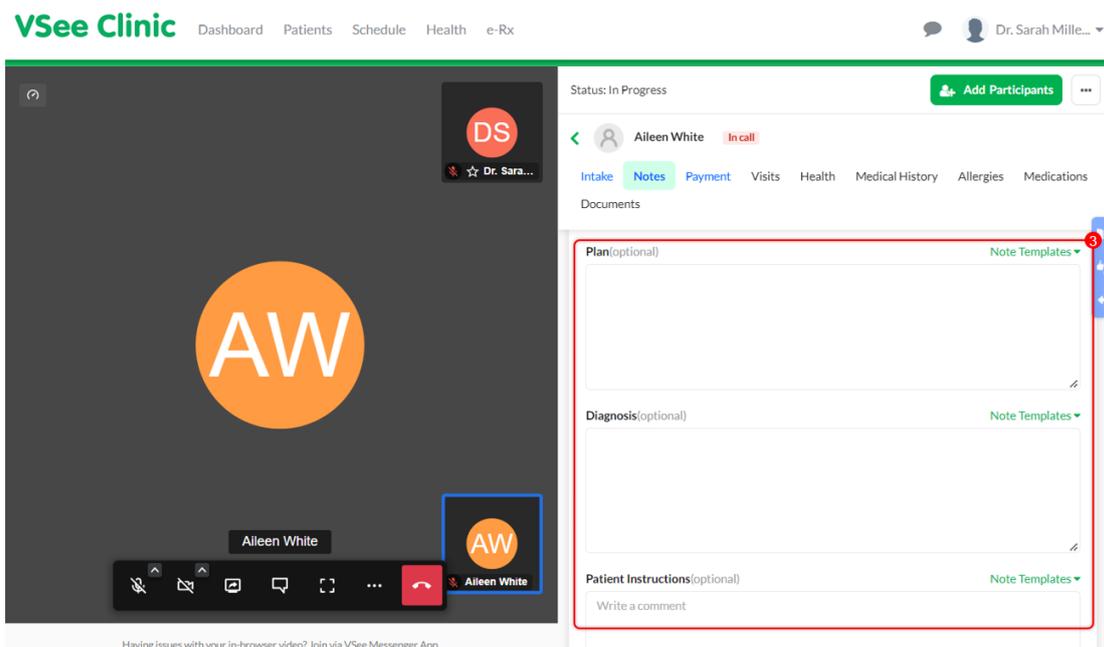
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Subjective(optional) Note Templates

Objective(optional) Note Templates

Assessment(optional) Note Templates

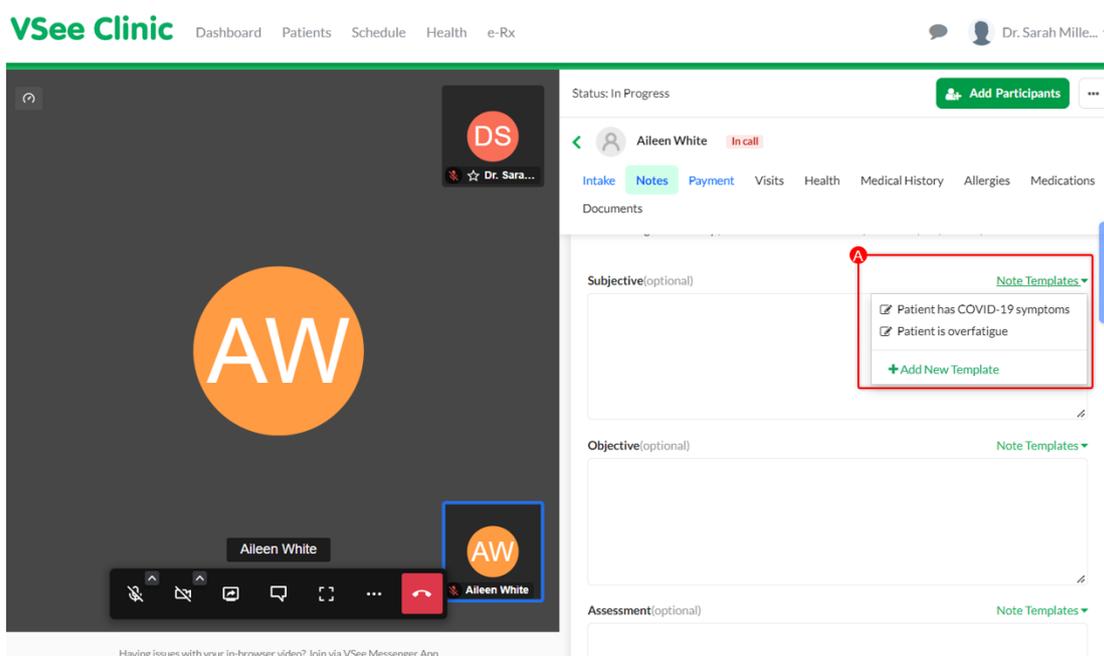
3. Input your notes from Plan - Diagnosis - Patient Instructions.



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**.



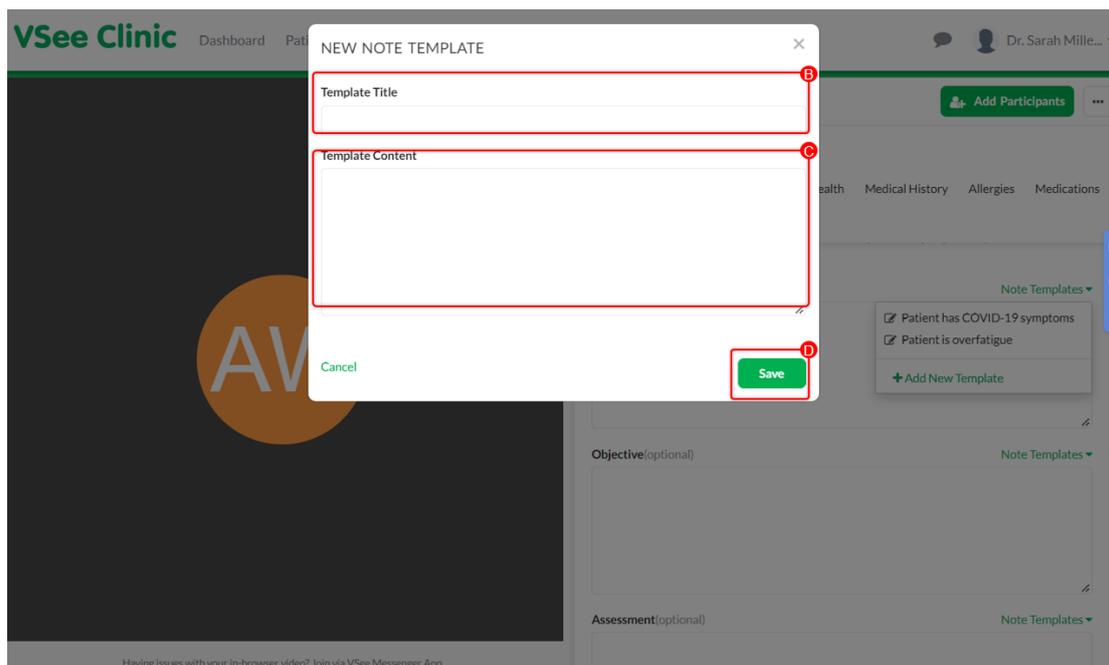
B. Add a **Template Title**.

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*

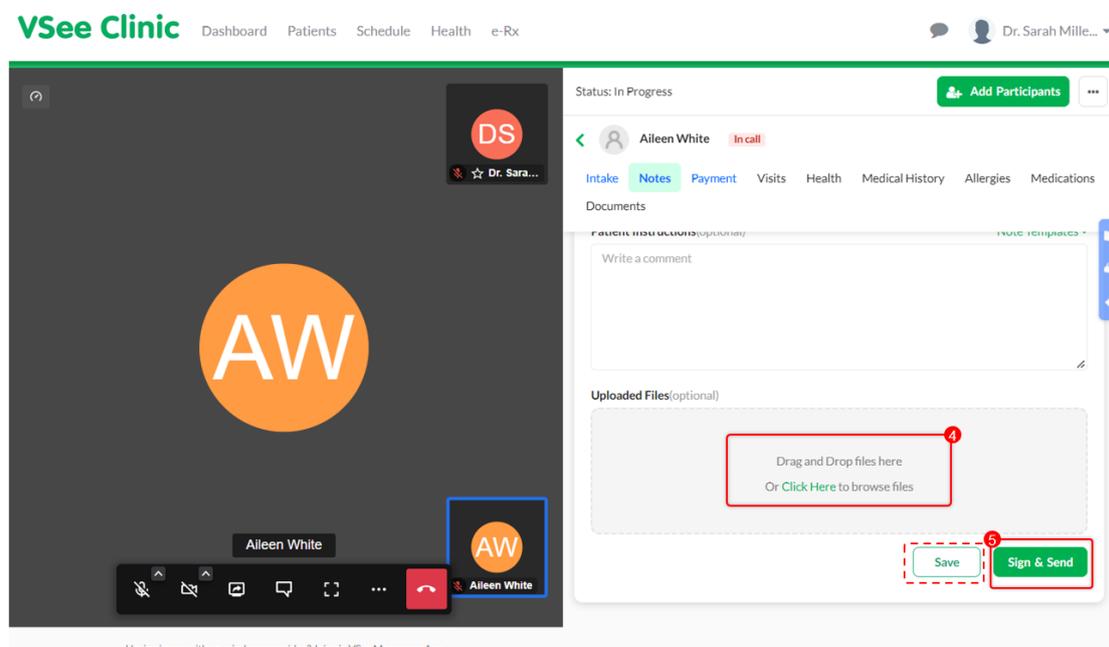
next appointments, whether it is for the same patient or for other patients of yours. These templates cannot be seen or used by other Providers of the clinic.



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.*



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.*

The screenshot displays the VSee Clinic interface during a video visit. On the left, a video call window shows a large orange circle with the initials 'AW' and a smaller video feed of the patient, Aileen White. The patient's name and initials are also visible in the call controls. On the right, the patient's profile is shown, including their name 'Aileen White' and status 'In call'. The profile includes tabs for 'Intake', 'Notes', 'Payment', 'Visits', 'Health', 'Medical History', 'Allergies', and 'Medications'. The 'Notes' tab is active, displaying a SOAP note with the following sections: Objective (Patient has abdominal tenderness to palpation and is overfatigue), Assessment (Assessment AB, taken 1 out of 2), Plan (Monitor patient's condition within 2 weeks), Diagnosis (Heart failure), Patient Instructions (Get enough rest and be advised to take 3 days off from work. Continue with your current medication), and Uploaded Files (medical test.jpg). An 'Edit' button is visible in the bottom right corner of the note area.

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](mailto: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](#)