How to delete a note started in error.
Occasionally a care team member may start a note in error. This may happen when the Create Note button is selected or when an error is made trying to edit or complete notes that have been started but not signed. If you find yourself in this situation there is an easy fix.

1. In the blank note enter text to document the note was opened in error.

2. Click Accept at the bottom of the note screen. This action will close the note section.

3. Click Edit on My Note to open the note box.

4. Once the note is open you will notice an “X” under the Attached Files button

5. Click the “X” and you will get a confirmation pop-up

6. Click Delete Note and your note will appear as Deleted

- Once your other note is signed or addended you should be able to sign the encounter.