
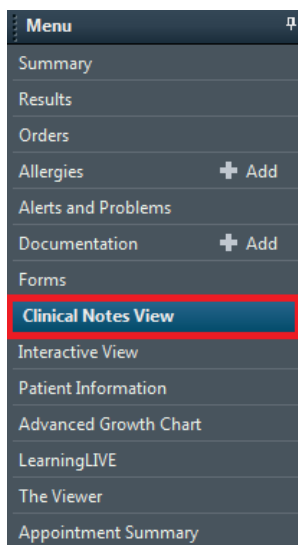


## Clinical Notes View: Setting a Default Date Range

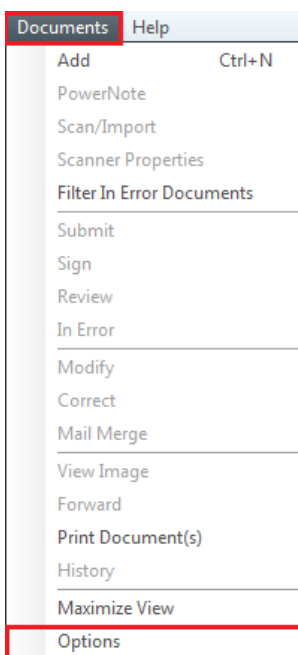
When viewing documents via the *Clinical Notes View* tab, it is possible to set up a default date range. The default date range will stay with your user profile providing you exit PowerChart using the *Exit*  icon.

To set a default Clinical Notes View date range:

1. While viewing a patient's EMR, click into *Clinical Notes View*.

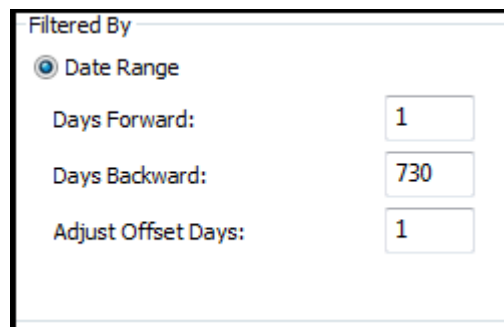



2. Click on *Documents* in the task bar and select *Options*.



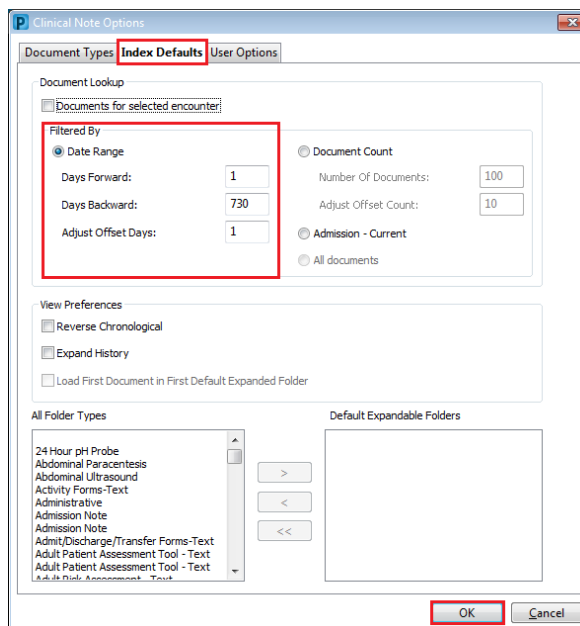
The *Clinical Notes Options* window will open.

3. Select the *Index Defaults* **Index Defaults** tab.
4. Adjust the *Date Range* under the *Filtered By* heading by entering how many days forward and backward is desired as the default.



 Days Backward cannot be more than 730 days.

5. Click *OK*.



6. Exit through the *Exit*  icon to save as a default.

A default date range has now been set up for Clinical Notes View.

Doctor

Nurse

Allied

Admin