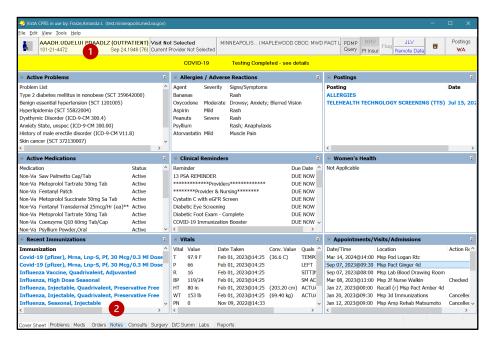# CPRS Administrative Contact Notes
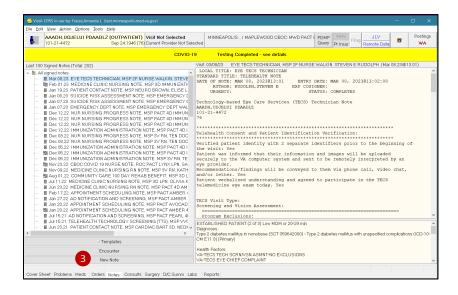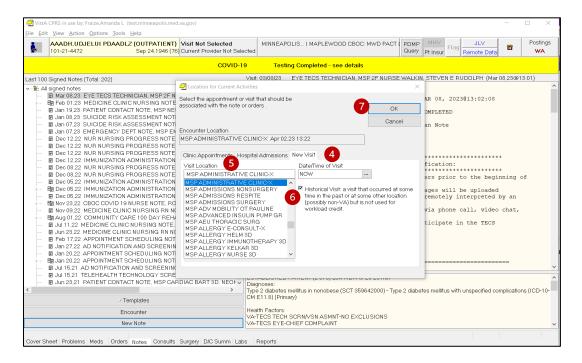
1. Select the appropriate patient.
2. Select the **Notes** tab.
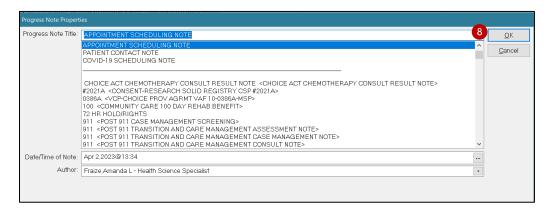

3. In the Notes tab, select **New Note**.

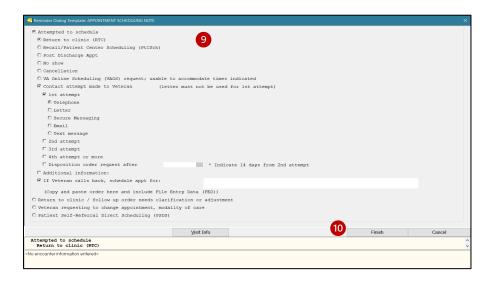4. Select the tab **New Visit**
5. Enter the **Visit Location**
   ○ Many sites have a single non-count clinic location created for the purposes of administrative documentation.
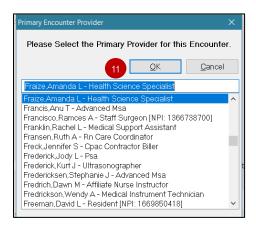6. Select **Historical** checkbox (so there is no workload associated)
7. Select **OK**.

8. Select the appropriate ADMINISTRATIVE PATIENT CONTACT NOTE title and select **OK**.
   ○ Encourage schedulers to create default note titles, for those most often used.
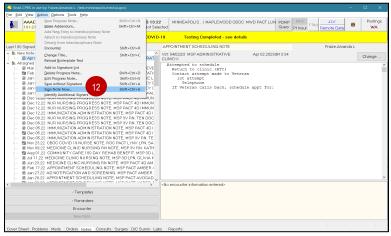
9. Fill in the required note fields.
10. Select **FINISH**.

11. Scheduler should enter his/her name and select **OK**.

12. In the main menu, select **Action** and **Sign Note Now.**

13. Enter your electronic signature code and select **OK**.