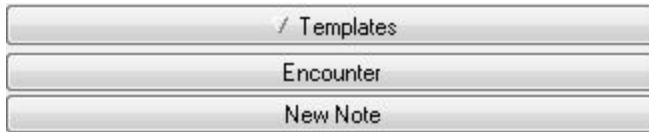**Instructions**
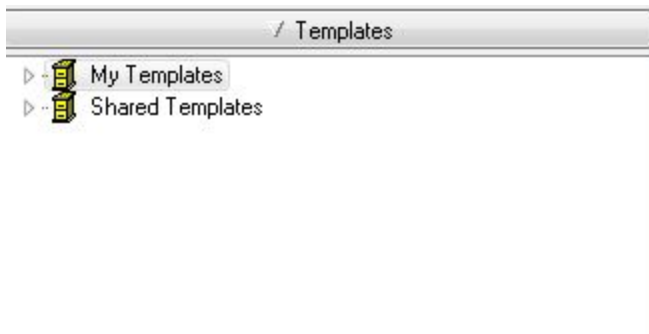
1. Click "Notes" tab

Cover Sheet | Problems | Meds | Orders | Notes | Consults | Surgery | D/C Summ | Labs | Reports

2. Click "Templates" button
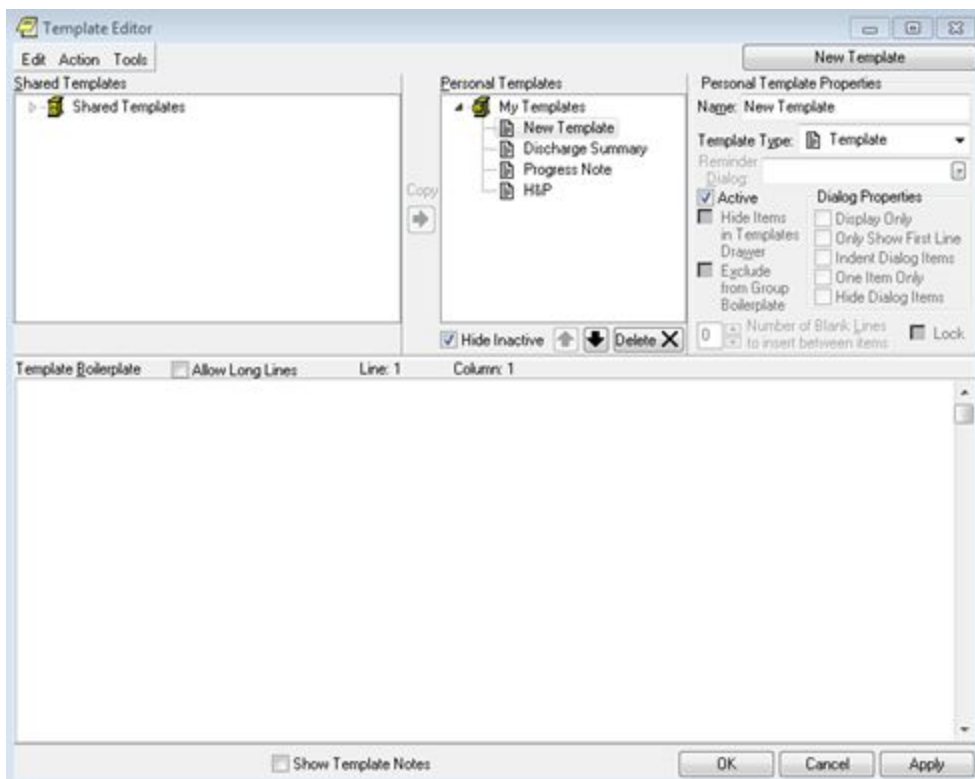
| / Templates |
| Encounter |
| New Note |

3. Right-click "My Templates" caption

| / Templates |

▷ 🗐 My Templates
▷ 🗐 Shared Templates

4. Click "New Templates" menu item
5. Click "Name" text box

6. Enter Note Template name
7. Copy and paste text into Template Boilerplate

Template Boilerplate   ☐ Allow Long Lines   Line: 1   Column: 5

Test

☐ Show Template Notes   [OK]   [Cancel]   [Apply]

8. Click "OK" button