

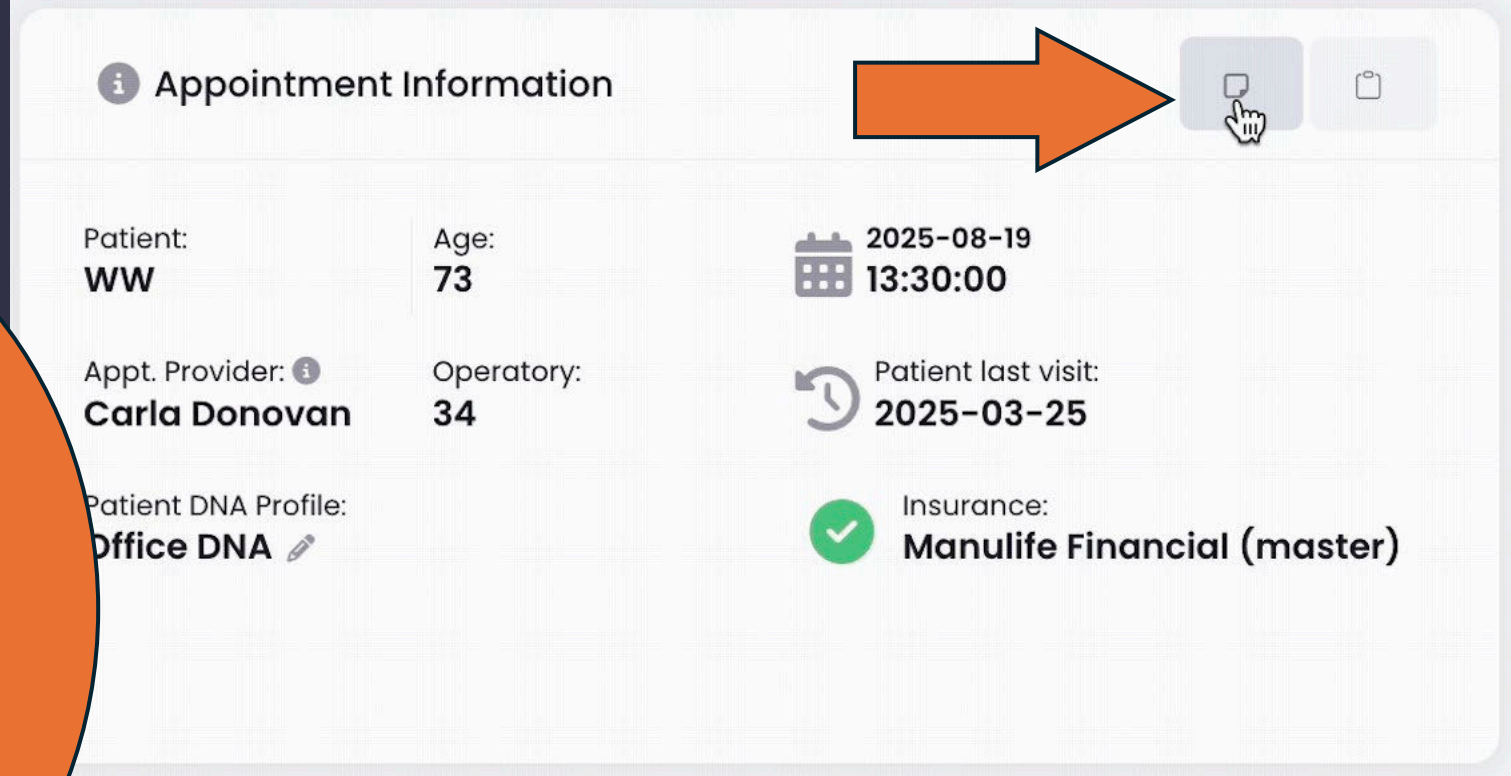
# Add Note

Next to **Appointment Information**, click **Show Appointment Note**.

Type your note in the text area.

When finished, press **Save** to apply your changes.

This is an excellent way to facilitate clinical communication to the administrative team. Notes are visible in the insights calendar



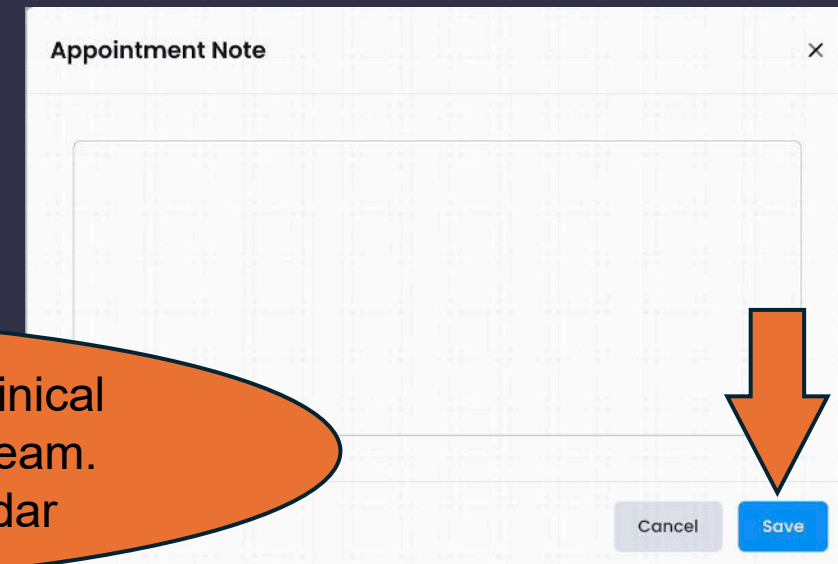
**i Appointment Information**

Patient: **WW** Age: **73** 2025-08-19 13:30:00

Appt. Provider: **Carla Donovan** Operatory: **34** Patient last visit: 2025-03-25

Patient DNA Profile: **Office DNA** Insurance: **Manulife Financial (master)**

An orange arrow points from the 'Appointment Information' header to a button with a notepad icon, labeled 'Show Appointment Note'.



**Appointment Note**

Cancel Save

An orange arrow points from the 'Save' button to the right.

