Axium Cheat Sheet for Adding Contact Notes to a Patient's Chart
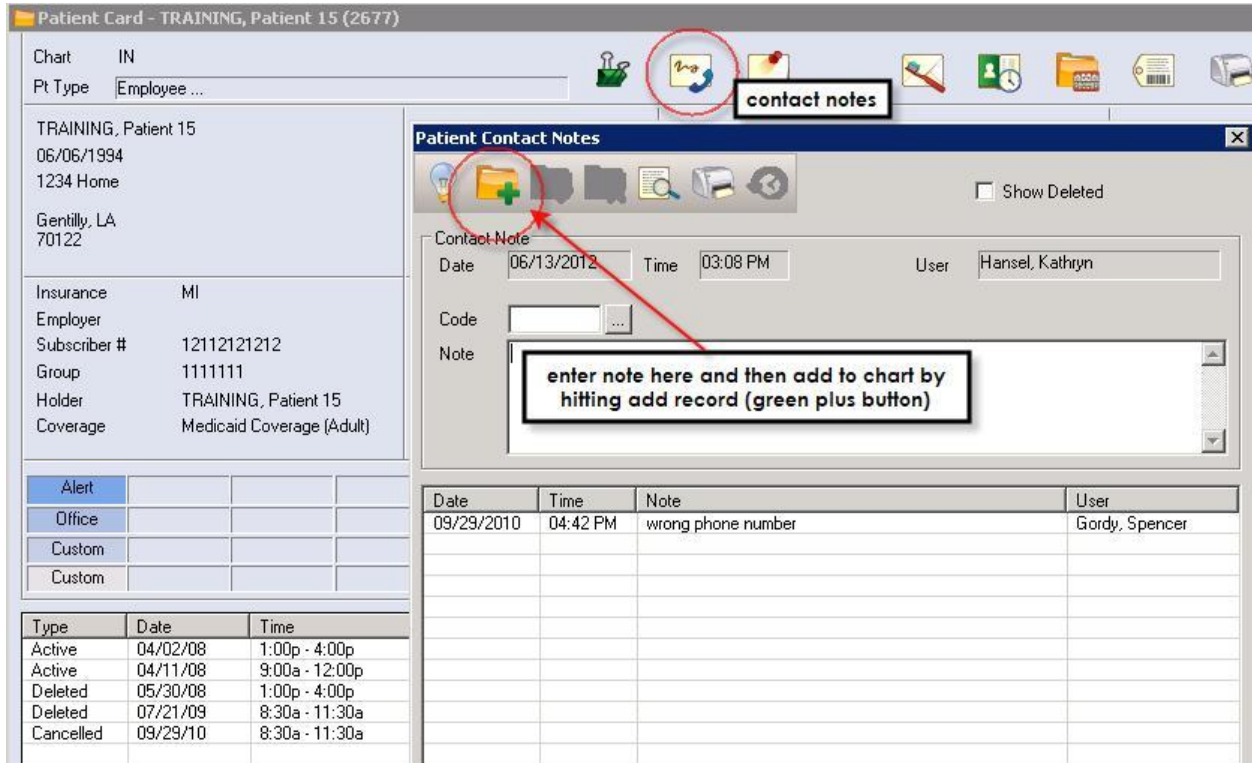
Open patient's chart in **Rolodex**.

Open **Patient Card** by clicking on patient's name in status bar at bottom of screen or chart icon

in the middle of **Rolodex** screen.

Click on **contact notes icon**. Type in notes in **Note** window.

Click on **Add a New Record** icon to add contact note.

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