


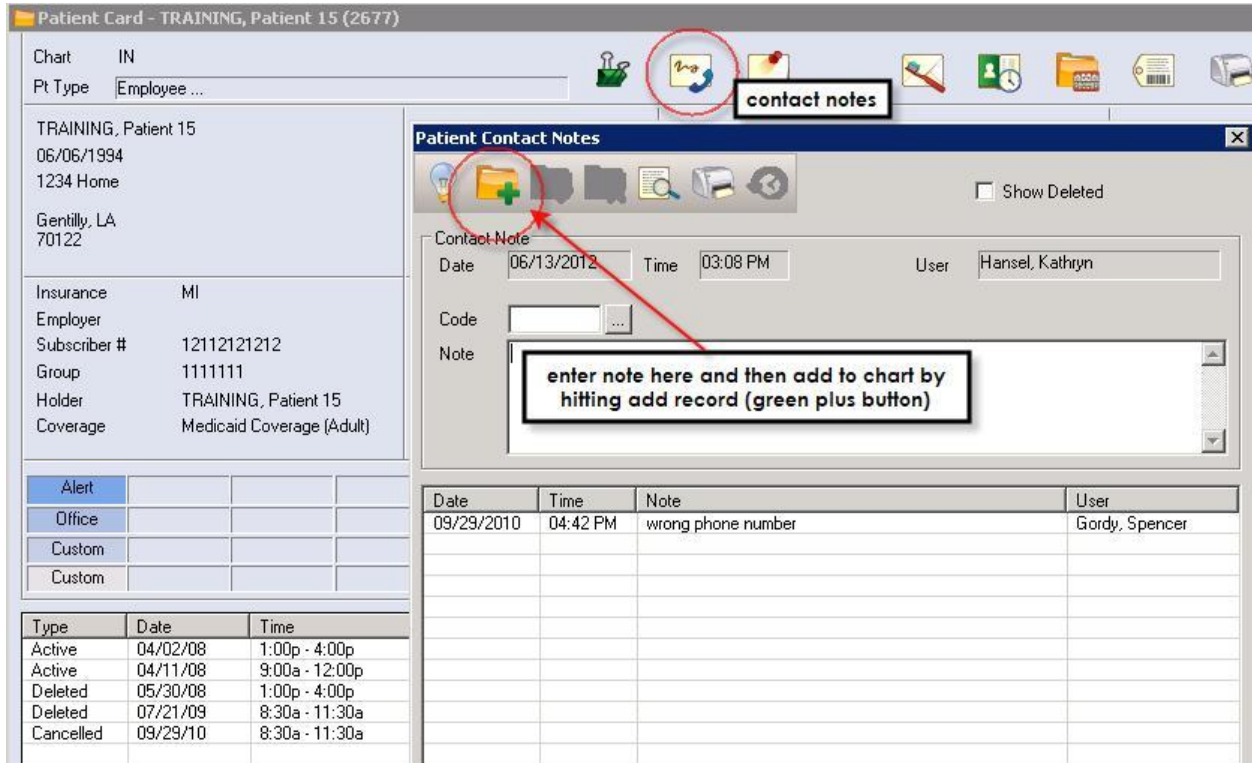
**Axium Cheat Sheet for Adding Contact Notes to a Patient's Chart**

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.



**Patient Card - TRAINING, Patient 15 (2677)**

Chart IN  
Pt Type Employee ...

TRAINING, Patient 15  
06/06/1994  
1234 Home  
Gentilly, LA  
70122

Insurance MI  
Employer  
Subscriber # 12112121212  
Group 1111111  
Holder TRAINING, Patient 15  
Coverage Medicaid Coverage (Adult)

Alert  
Office  
Custom  
Custom

Type	Date	Time
Active	04/02/08	1:00p - 4:00p
Active	04/11/08	9:00a - 12:00p
Deleted	05/30/08	1:00p - 4:00p
Deleted	07/21/09	8:30a - 11:30a
Cancelled	09/29/10	8:30a - 11:30a

**Patient Contact Notes**

contact notes

Show Deleted

Contact Note

Date 06/13/2012 Time 03:08 PM User Hansel, Kathryn

Code

Note

enter note here and then add to chart by hitting add record (green plus button)

Date	Time	Note	User
09/29/2010	04:42 PM	wrong phone number	Gordy, Spencer

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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