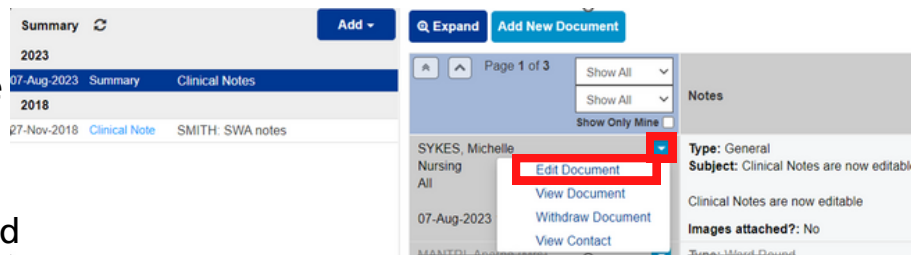


The removal of Save Draft functionality in ppm+

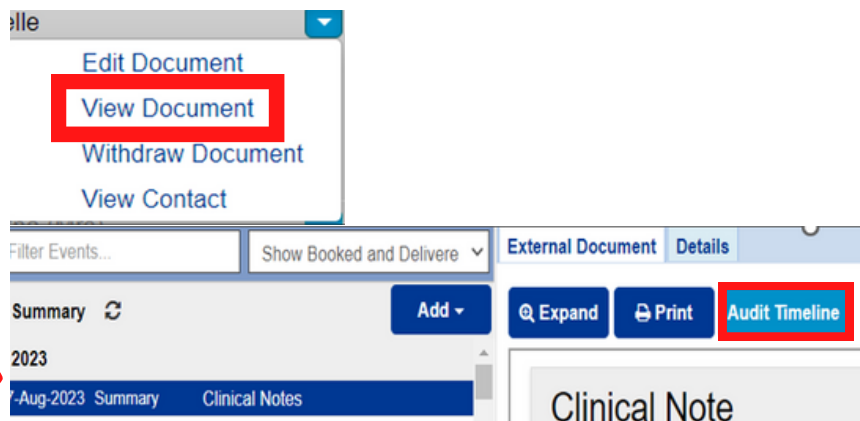
From the 21 August 2023:

- The **Save Draft** functionality in PPM+ will be removed from **Clinical Note** and **Free Text Annotation** forms.
- This is to ensure **best practice** in **clinical documentation** and to be able to accurately view a **timeline of care**.
- The ability to **edit** will be added. **Clinical Notes** and **Free Text Annotation** will need to be submitted once written but then can be edited after, if required

To Edit a Clinical Note click on the **Blue Action Arrow** of the **Clinical Note** you want to Edit. **Select Edit Document** and make your required changes, then **Click Submit**.



To view the **Audit Timeline** of a **Clinical Note**, click on the **Blue Action Arrow** and **Select View Document**. This will open the **Clinical Note** as a document. You can then **Select Audit Timeline** to view all changes to the entry.



To edit a **Free Text Annotation**, in the **Single Patient View** click on the **Free Text Annotation** you want to edit.

Select Edit and make your required changes, then **Click Submit**. **Selecting Audit Timeline** will enable you to view all changes to the entry.

