

How to create a new note using Easy Form

Open the Client Chart



MR # : 30903 DOB : 05/08/1993 (27 Yrs) [Appt](#) [Documents](#) [Notes](#) [DMG](#) [Program Ep.](#) [ACM Admitted 05/26/2020 +](#) [PL](#) [CM](#) [VS](#) [Help Files](#) 2334 To Do HAM Test

[Recalculate Dues](#) Alerts :2: Due: 44. Discharge TCM Discharge Summary within 15 days from the Discharge Date (01/12/2020), 45. Discharge ABHH Discharge Summary within 15 day

CREATE NEW NOTES **SAVED NOTES** **DELETED**

02/26/2020 03:30 PM, ACM First Se... [X](#) [Open as New Form](#) [Attach Document\(s\)](#)

[Show To be Signed User Information](#)

Health Affiliates Maine

First Session Intake

Client Name: John TestMickey DOB: 05/08/1993 DOS: 02/26/2020

Program Name: Adult Case Management Service Name: CM Service

Start Time: 02:30 PM End Time: 03:30 PM Duration: 60

Type of appointment* In Person Collateral Group Child & Family Team Meeting

Provider Name: HAM Support BSW

Select the Easy Form from the client chart left folders



Click on Create New Notes

