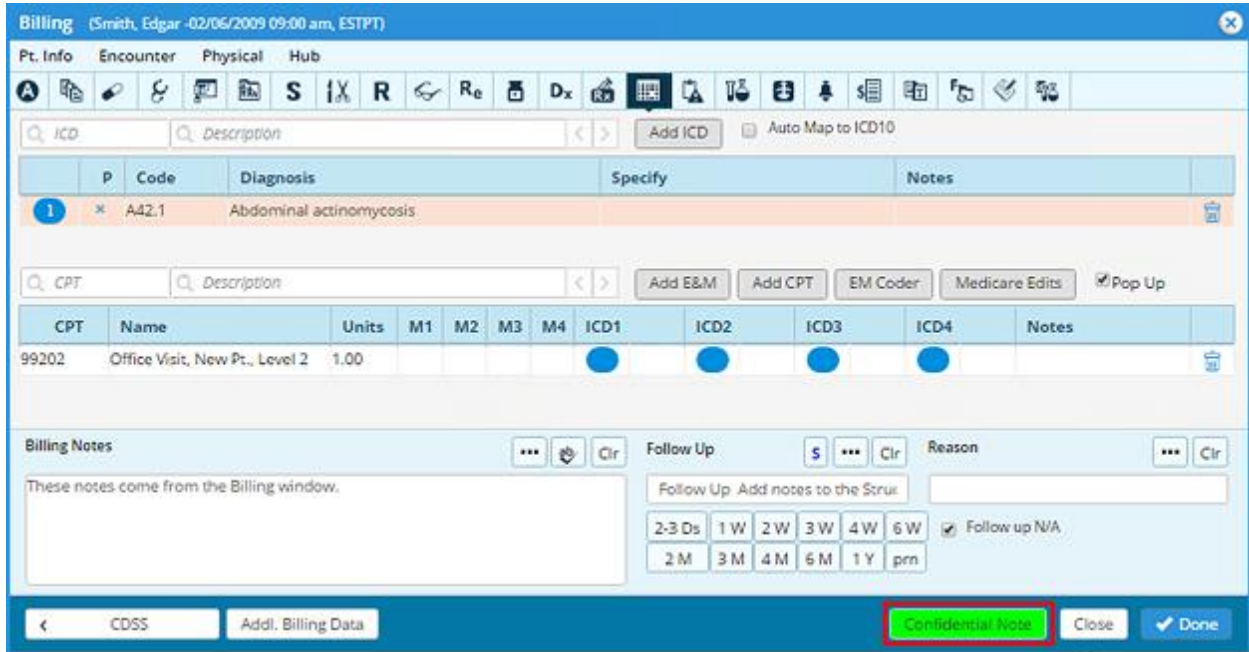


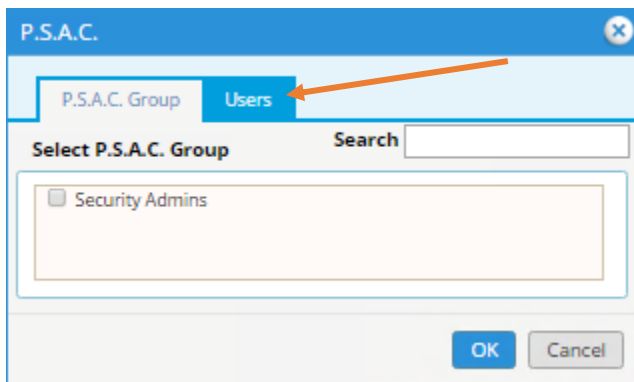
## How to Mark a Visit as Confidential

To mark a chart as Confidential:

1. From the Billing window, click the green Confidential Chart button:



2. The P.S.A.C. Groups window opens, select the **Users** tab:



3. Identify which provider(s) and/or staff you'd like to have access to the progress note.
4. Select OK
5. The Confidential Chart button displays in red on the Billing window:

## How to Mark a Visit as Confidential

Follow Up    Reason

Follow Up Add notes to the Stru

2-3 Ds	1 W	2 W	3 W	4 W	6 W	<input checked="" type="checkbox"/> Follow up N/A
2 M	3 M	4 M	6 M	1 Y	prn	



## How to Mark a Visit as Confidential