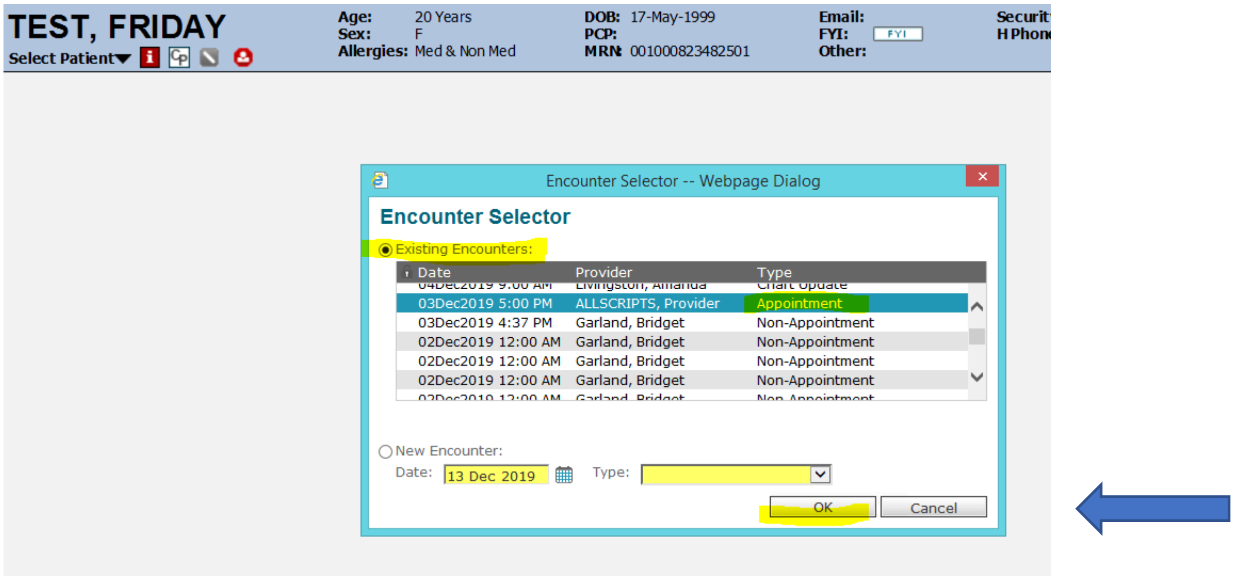
Only follow these instructions in the event PM is down.

Opening a Note on a Pending Appointment

1. Click on the patient from the Daily Schedule. With the patient in context (in the Patient Banner), click **New Note**.
2. The Encounter Selector will pop up with a list of Existing Encounters. Select/highlight the correct appointment and click **Ok.**



3. Continuing opening the note as you normally would by selecting the Specialty, Visit Type, and Note Owner.
4. To confirm that the appropriate appointment is in context, you can check the date from the Note Selector box or from the login information at the bottom of the screen.