

Deleting a Miscellaneous Note

Miscellaneous notes in WITS are considered a part of the client's official electronic health record (EHR). It is your agencies responsibility to ensure you are adhering to the documentation standards set forth by IDAPA 376.

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select **Activity List**.
2. Select **Notes** then **Misc.** on the Navigation Pane.
3. Click **Review** on the Miscellaneous Note you want to delete.

Idaho-WITS Training

User: Linder, Carissa, WA | Location: D Williams Agency, Williams Treatment

Home Page
Agency Contacts
Agency
Group List
Clinical Dashboard
Authorization Dashboard
Client List
Client Profile
Gain Short Screener
Eligibility Screener
Benefit Application
Linked Consents
Contacts
Non-Episode Contact
Activity List
Episode List
System Administration
My Settings
Reports
Support Ticket

Client Search

Agency: D Williams Agency | Facility: [Dropdown]
First Name: [Text] | Last Name: [Text]
SSN: [Text] | DOB: [Text]
Idaho-WITS Training Client Id: [Text]
Unique Client Number: [Text] | Provider Client ID: [Text]
Treatment Staff: [Dropdown] | Primary Care Staff: [Text]
Case Status: All Clients | Intake Staff: [Dropdown]
Other Number: [Text] | Number Type: [Dropdown]
Include Only Active Consents: Yes [Dropdown]

Clear Go

Client List (Export)

Actions	Unique Client #	Full Name
[Edit]	21025165000012U	ball, lucy
[Edit]	301011800000014	Banana, A
[Edit]	11215154000002R	Banner, Bruce
[Edit]	11005187000001S	Bear, Assessment

Profile Activity List Delete Record Linked Consents

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Fee Determination
Drug Testing
Wait List
TX Team
Assessments
Diagnosis List
Admission
Encounters
Immunization
Notes
Misc. Notes
ASAM

Miscellaneous Notes Search

Start Date: 3/23/2014 | End Date: 3/23/2015
Clear Go

Client: Banner, Bruce | 11215154000002R | 1 | Clear Client

Actions	Service Date	Author	Note Type	Summary
[Edit]	3/23/2015	Linder, Carissa, WA	Miscellaneous	this is a miscellaneous note

Review

4. Verify this is the Miscellaneous Note you should be deleting. Take screenshots/print the screen of the Miscellaneous Note as necessary. Click **Delete**.

5. Click **Yes** at the prompt.

17.17.0
WITS Idaho-WITS Training
User: Linder, Carissa, WA | Location: D Williams Agency, Williams Treatment | Generate Report | Snapshot
Client: Banner, Bruce | 11215154000002R | 1 | Clear Client

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Miscellaneous Notes

Author Name: Linder, Carissa, WA
Author Title:
Created Date: 3/23/2015 6:42 PM

Note Type	Miscellaneous	Service Date	3/23/2015	Duration	60	Min
Program	Williams Treatment/ATR 4 : 12/1/2014 -	Start Time	11:00 AM	Alert No		Mark Alert
Frequency	Incidental	End Time	12:00 PM	Was Report Sent to State		

Summary this is a miscellaneous note
Signed Notes Signed by Linder, Carissa, WA, 3/23/2015 6:42:00 PM.
here is the signed note

Unsigned Notes

Release these notes? No **Delete** Cancel Save Finish

Add Note Sign Note

17.17.0
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User: Linder, Carissa, WA | Location: D Williams Agency, Williams Treatment | Generate Report | Snapshot
Client: Banner, Bruce | 11215154000002R | 1 | Clear Client

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Are you sure that you want to delete?

Yes No