

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: Bastin, Crystal
Loc: Provider Training Agency, Treatment Location 1
Client: Training, Jane | 2082819000010A | Case #: 1

Printable View

Client Search

Agency: Provider Training Agency
First Name: ja*
SSN:
Idaho-WITS Training Client Id:
Unique Client Number:
Treatment Staff:
Case Status: All Clients
Other Number:
Include Only Active Consents: Yes

Facility:
Last Name: train*
DOB:
Provider Client ID:
Primary Care Staff:
Intake Staff:
Number Type:

Client List (Export)

Unique Client #	Full Name	DOB	SSN	Gender	Actions
2082819000010A	Training, Jane	8/28/1990	000-00-0000	Female	Profile Activity List Linked Consents

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Printable View

Miscellaneous Notes Search

Start Date: 2/21/2013
End Date: 2/21/2014
Clear Go

Miscellaneous Notes List

Service Date	Author	Note Type	Summary	Actions
2/21/2014	Bastin, Crystal	Miscellaneous	Training	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.

Idaho-WITS Training

User: Bastin, Crystal
Loc: Provider Training Agency, Treatment Location 1
Client: Training, Jane | 20828190000010A | Case #: 1

Generate Report Printable View

Miscellaneous Notes for Training, Jane

Author Name: Bastin, Crystal
Author Title:
Created Date: 2/21/2014 6:44 PM

Note Type: Miscellaneous Service Date: 2/21/2014 Duration: 60 Min
Program: Start Time: 2:00 PM Alert: No [Mark Alert](#)
Frequency: End Time: 3:00 PM Was Report Sent to State:

Summary: Training

Signed Notes: Signed by Bastin, Crystal, 2/21/2014 6:44:49 PM:
training

Unsigned Notes:

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

[Add Note](#) [Sign Note](#)

Idaho-WITS Training

User: Bastin, Crystal
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Client: Training, Jane | 20828190000010A | Case #: 1

Generate Report Printable View

Are you sure that you want to delete?

Yes **No**