Deleting a Miscellaneous Note

Miscellaneous notes in WITS are considered a part of the client’s official electronic health record (EHR). It is your agency's 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.
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.