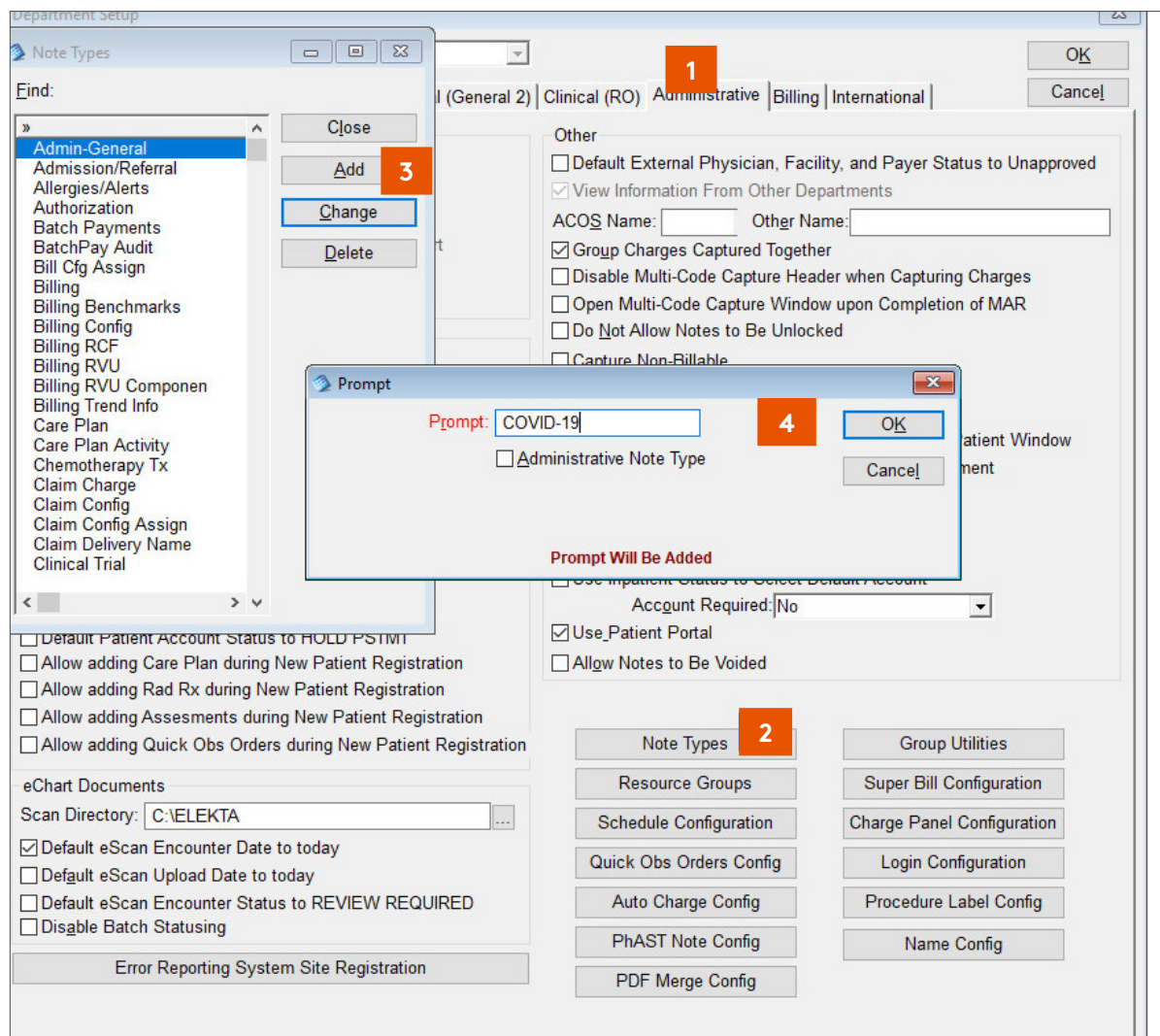


Add Note Type

Add a dedicated Note type

Click **File > System Utilities > Department Setup**

- 1) Click the **Administrative** tab
- 2) Click **Note Types**
- 3) **Add**
- 4) Name Note type in **Prompt** box



The screenshot shows the 'Department Setup' window with the 'Administrative' tab selected. The 'Note Types' section is active, displaying a list of note types on the left. The 'Add' button is highlighted. A 'Prompt' dialog box is open, showing the prompt text 'COVID-19' and the checkbox for 'Administrative Note Type'. The 'Add' button is highlighted in the Note Types list. The 'Prompt Will Be Added' message is displayed at the bottom of the Prompt dialog box.