

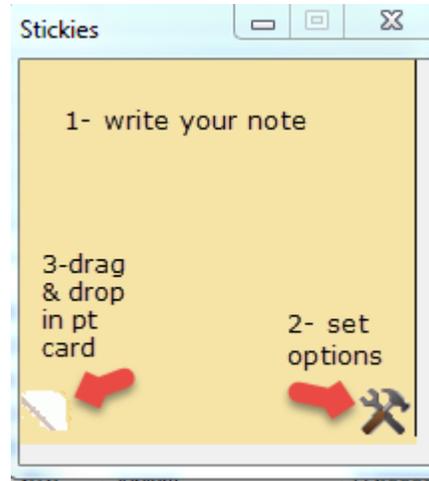
## Attaching a Sticky Note to a Patient's Chart in axiUm

Open patient's record in Rolodex. Click on chart icon in the middle of the screen or patient name button in status bar at bottom of screen to open the **Patient Card**.

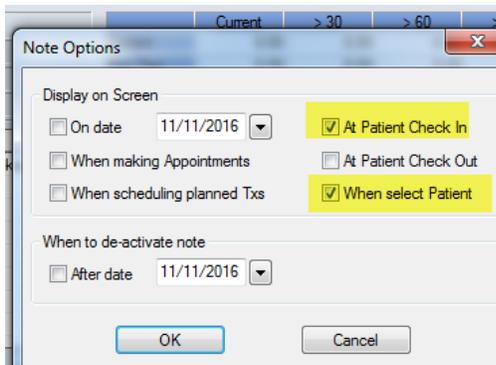
**Patient Card**- Click on Add Sticky Note icon.



1-Write your note.



2- Click on hammer/wrench to **set note options**. Check **At patient Check In** and **When select Patient**



3- **Add the note to the patient card** by clicking on the fold and dragging the note and dropping in the patient card.

You should now see a  appear in the corner of the patient card. If you click on the , you can view the note. Check to make sure the note opens by reopening the patient's record in the rolodex. The note should appear.

