

# How to add tags (flags) to a triage encounter

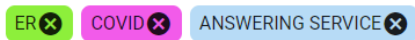
Last Modified on 08/31/2022 12:42 pm EDT

## ANYTIME After Hours

### How to add or remove tags to triage encounters

1. Click on the phone encounter tab from the homepage
2. Select the practice Anytime Test and scroll to the bottom of the screen
3. Below the nurse notes section, you will see the area to add tags.
4. Free type into the space to quickly populate the tag you are looking for
5. Click on the space to select a tag from the drop-down list.
6. Click on the X button to remove a tag that was added

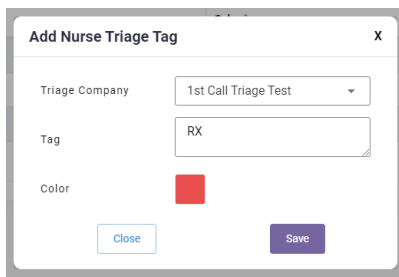
Tags



### How to add a new tag to the drop-down menu

**This is only available for NT ADMINS only. Please contact Anytime support or a NT admin user if you need a tag added or removed.**

1. Click on the practice admin tab at the top of your screen and select tags
2. Click the + button to add a new tag
3. Enter the name of the tag and assign a color to the new tag



4. Click Save

### How to disable an existing tag


**This is only available for NT ADMINS only. Please contact Anytime support or a NT admin user if you need a tag added or removed.**

1. Click on the practice admin tab at the top of your screen and select tags
2. Double click on the tag you would like to remove

**Edit Nurse Triage Tag** X

Triage Company: 1st Call Triage Test

Tag: RX

Color: 

DISABLE

3. Select the disable button and click save