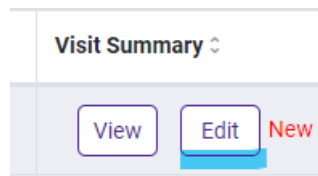# How to add a note to a triage encounter

Last Modified on 09/25/2024 1:33 pm EDT

Anytime Telecare™

How to add a note to a triage encounter

- Click on the patient tab and select Visits

- To add an additional note to a triage encounter, click on the EDIT button

Visit Summary
View   Edit   New

- Scroll to the bottom of the screen. You will see an area to type your note. Once you have finished typing your note, click SAVE

- Once you click SAVE, the note will be added. A time stamp with the User's name will also appear for reference.