



March 9, 2015

Subject: **Workflow Tips for Appointment & SOAP Notes Interaction**

Dear Valued Customer,

PayDC has been responding to your requests and making suggested modifications to benefit all of our users. One recent change modified the Appointment window to allow it to open independently of the main application window. We have corrected some behavior resulting from this modification and wanted to provide you with some tips for getting the most out of this latest change. Please note the following:

1. Once a SOAP note window is opened, the window must be closed before opening or creating another note for a different patient.
2. If the SOAP note screen is left open, selecting SOAP notes from a patient appointment or from the patient account screen will switch you to the SOAP screen but it will not change to the patient you selected.

We will continue to work on improving this workflow to optimize the efficiency of your office. In the meantime, we hope these tips above will assist you.

Thank You,

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