You will only see changes made to the templates in new records you create. Previous records will be displayed in the template they were created in (AKA versioning).

If you have a previous record you would like to update to the new template, follow these steps:

1. Click the edit button next to the Doctor's name when you are in the old record:

Inventory Reports Rec			
Add Addendum EDIT Obs Proc RX Off Binocular Prescription today 2. Follow this path:			
EHR Settings			
Button Commands	>		
Import Machines	>		
Export Webpage			1
Record Information	> D	elete Medical Record	
Page Options	> C	hange Medical Record D	ate
Consolidate Medications/Allergies/Problems	C	Change Medical Record Patient	
Edit Medical Record Templates	C	Change Saved Medical Record Tabs	
Close Without Saving	C	hange Medical Record T	emplate

3. In the popup window, choose the number at the very bottom of the list and then click Change Template. (keep in mind, your numbers will be different):

🎶 Change Template		- 🗆	×	
201612020950	~	Change Template		
201612011205	~			
201612011206		Occ/Grd		
201612011207				
201612011210		Prt/Guar		
201612011212		0		
_2016120112000		SmokHx		
201612011214		RecQuit		
201612011219		Record		
0201612011245		Alcohol		
201612011246 201612011252				
201612011252		Meds today		
201612011238		moustoday		
201612010324				
201612010324				
201612020830		Allergies today		
201612020838				
201612020840				
201612020843				
201612020848				
_ 201612020849		Prescribed Date		
201612020850		11/08/2016		
201612020909	h	1		
201612020915		11/21/2016		
201612020916				
201612020926				
201612020928			_	
201612020948 201612020949		Add Medicatio	on	
201612020950		<		

The template will refresh and the record will be updated to the newest version.