

# Creating Progress Notes in Patient Files

## Overview

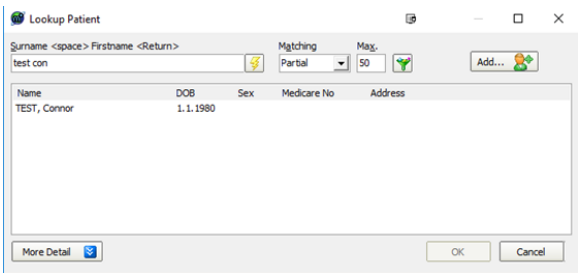
This guide provides a brief overview on creating Progress Notes in Patient Files from within Medical-Objects Explorer (Meridian).

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

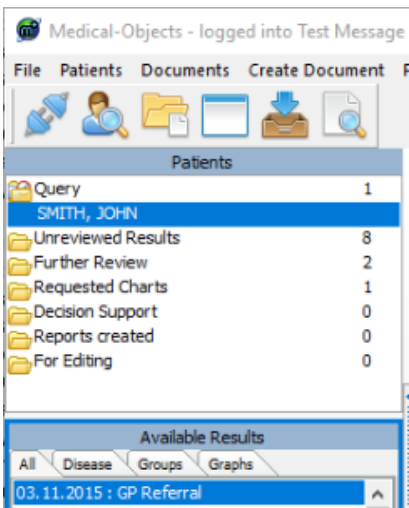
## Create a Progress Note

In order to create a Progress Note, first Lookup the Patient using the **Lookup Patient** Dialog. For instructions on how to lookup a patient, refer to [this guide](#).

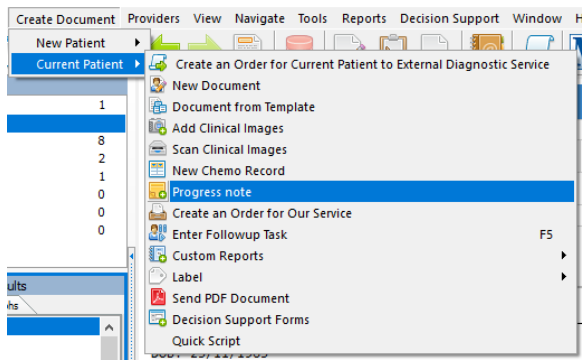
1. A List of Patients will be displayed in the table.



2. To select a Patient, click the **OK** button and the patient will be added to the **Query** Folder at the top left hand side of the screen



3. Once the Patient File is open, select 'Create Document' up in the top toolbar, then 'Current Patient' and finally Progress Note.



4. This will then open a Progress Note Creator in which you can make your own note.