

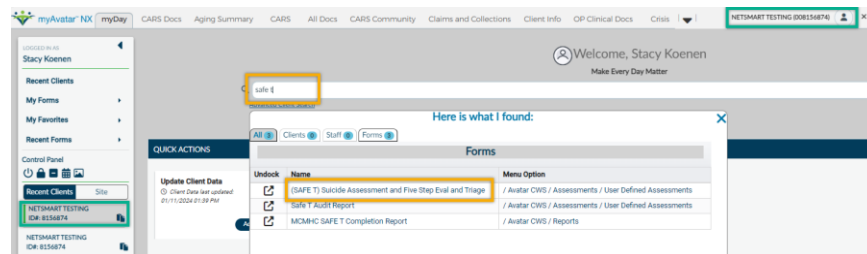
Deleting Forms Filed as Draft

Purpose: How to delete draft forms that are not needed

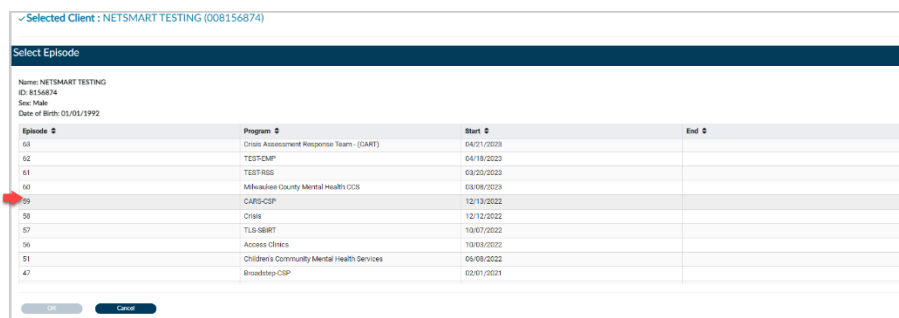
Note – this does not apply to Progress Notes or Treatment Plans

Steps:

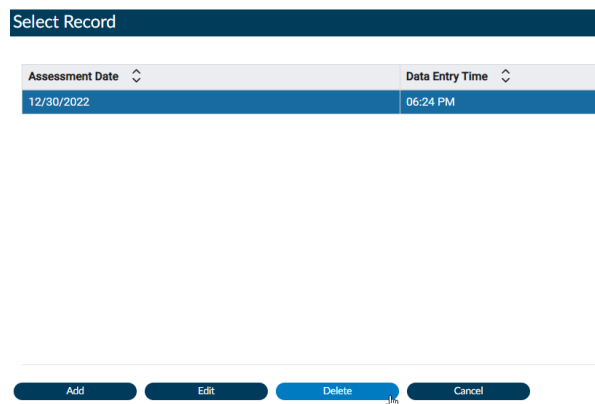
1. With the client pre-selected, open the document form via the *What can I Help you Find?* menu or *My Favorites*.



2. In the pre-display, select the episode



3. Click the entry
4. Click **Delete**



5. Click **Yes** to confirm