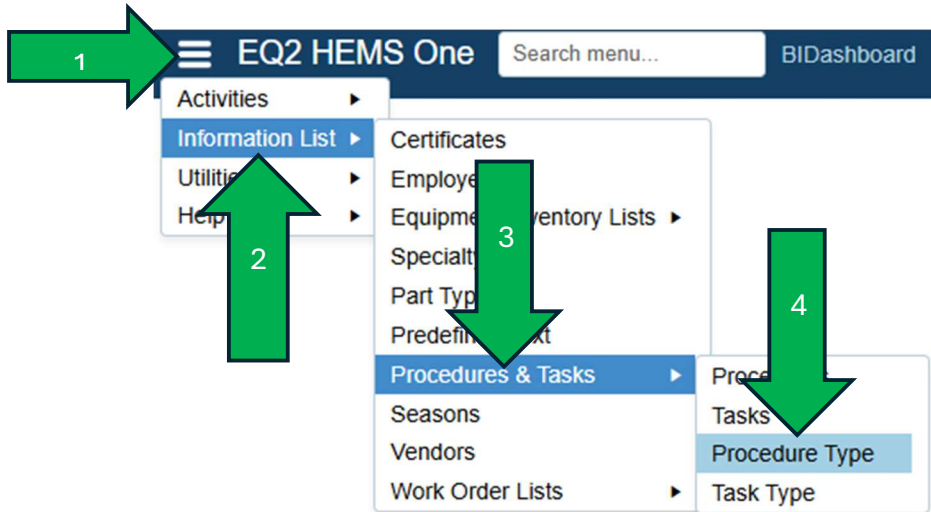





# HEMS One: Procedure Type Record

*Note: Approved Procedure Types can only be edited in the Best Practice service area.*

To access Procedure Type records, click on the hamburger menu in the upper left of the HEMS One window (1), followed by the Information Lists menu (2), then the Procedures & Tasks submenu (3) followed by Procedure Type (4).

A screenshot of the 'Procedure Type Add/Edit' form. The title bar is blue with the text 'Procedure Type Add/Edit' and three window control icons (checkmark, lock, close). The form has a yellow input field for 'Procedure Type' and a checked 'Active' checkbox. Below is a 'Notes' text area with three icons on the right: a clock, a magnifying glass, and a list icon.

1. **Procedure Type:** The name of the Procedure Type.
2. **Active checkbox:** If this box is checked, the record is Active.
1. **Notes:** This is an open text field.
  - a. To add a timestamp to the Notes field, use the clock icon to the right of the field .
  - b. To expand the Notes field, use the Show Expanded View icon .
  - c. To use predefined text in the Notes field, use the Predefined Text icon .