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Misfiled PowerNotes can be challenging to locate by using the Cerner default filter of the clinical document tree structure. Additional filters can be used to easily locate the misfiled notes.

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### Notes/Clinical Notes Filters

Each available filter requires one to open folders and subfolders to locate documents. There are additional filters other than “By type” which one may find more useful.

#### ➤ Filters

- The **By Status** filter will only be helpful if one knows the status of the note and therefore isn't useful when trying to locate a misfiled note.
- Changing the filter to **By date** usually is the filter one can set to easily find the missing note. Logging out of Millennium through the Exit door will default this filter for subsequent searches.
- **Performed by** could be useful if the author of the note is known.
- **By Encounter** would be used if the search is for a specific encounter.

