

Reviewing and Editing the Note

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After you stop recording, EverHealth Scribe drafts your note. This article covers the review tools — plain-language edits, Regenerate, formatting preferences Scribe learns — and the short checklist worth running before every send.

In one sentence

Scribe drafts, you decide: read the note, fix anything by editing directly or telling Scribe what to change in plain language, and send it only when it reflects the visit.

The two views

- **Transcript** shows what was said during the visit — useful when you want to verify where a detail in the note came from.
- **Note** is the drafted clinical note, organized into the sections you already use: History of Present Illness, Review of Systems, Physical Exam, Assessments, and Treatment Plan.

Your editing tools

Edit directly	Click into the note and change the text, the same as any document.
Tell Scribe in plain language	Use the text box at the bottom of the Note tab: "Change weight loss to weight gain," "Shorten the HPI." Scribe updates the note for you.
Regenerate	Not quite right overall? Select Regenerate and Scribe redrafts the note from the visit.
Copy or print	Use the copy icon on any section to grab just that text, or Print for a full copy.
Thumbs up / thumbs down	Tells the Scribe team what's working and flags drafts that miss. Your feedback shapes what improves next.

Scribe learns your style

The edits and formatting preferences you set during review aren't one-time fixes. Scribe learns them and applies them to your next drafts, so notes arrive closer to how you'd write them with each visit. See [Customizing how your notes are written](#) for more.

What to double-check, every time

You own the note

Scribe produces a draft. You review and edit it before signing — the same standard you apply to any documentation. Give special attention to:

- **Medications and doses**
- **Numbers and lab values**
- **Left vs. right**
- **Negations** — "denies" vs. "has"

You can also make corrections within OfficeEMR before you sign off on the note – the draft in the chart is editable like any other template content.

When it looks right

Select **Send to EHR**. Scribe writes the content into the chart tabs that your practice configured in OfficeEMR. See [Sending the note to the chart and signing off](#) for what happens next.
