- Select the patient from the **Select Patient** screen.
- Click the **Care Coordination** button on the Main Menu.
- Click on the tab named View and/or Select for Edit.
- Search for the note using one of the search buttons.
- The default dates that will be selected is for the current 485 episode. You can click on the Previous 485 button to change the dates or click on the drop-down list to change them.
- Once you find the note you can open it by clicking on it once.
- At the bottom of the screen click on the **Edit** button.
- Click the Delete This CCN button.
- A pop-up message will appear asking if you are sure you want to delete the note. Click on Yes.

The note must be in the open status in order for the delete button to be visible. If needed, change the status to open and save the change.