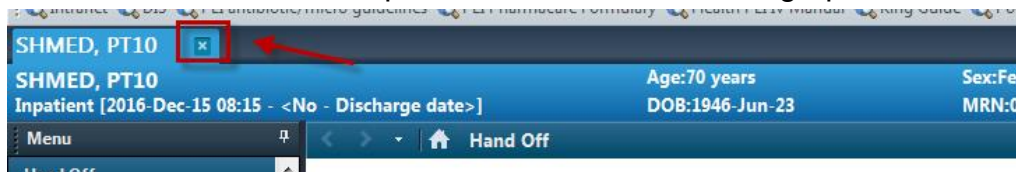# Opening / Closing Patient Chart

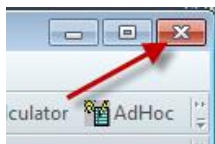**To open a patient chart, do one of the following:**

1. Highlight the patient's name of the chart you wish to open
2. In the "name" column, double-click the patient's name. It will open to the Handoff tab.

   or

   Right-click in any section or column and choose open chart ,then select the tab you want to access.

   or

   From the menu bar, click on **Chart**, then select the tab you want to access.

To close a patient chart, do one of the following:

1. Click on the Blue X on the patient's name on the demographic bar**.**

2. Click on the red X in the upper right hand corner of the screen

3. From the Tool Bar menu , click on Chart and select Close Chart