




EMR Quick Reference Guide

Access and Set Up – Search & Select a Patient Encounter

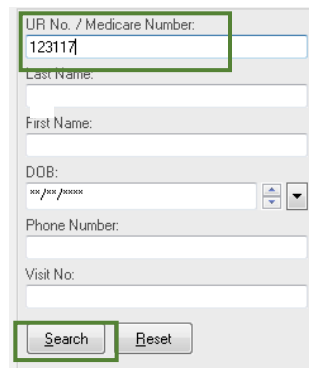
If required follow any of the options below to change the encounter you have selected. It is important to select the correct encounter.

NOTE: If you select a previous encounter, please remember that you will need to change back to the current active encounter before adding any orders or clinical documentation for the current episode of care.

1. Search and Select Patient Encounter in Encounter Search screen.

Open Encounter Search window by clicking on  in the patient toolbar.

Enter URN (MRN). Click **Search**.



UR No. / Medicare Number:
123117

Last Name:

First Name:

DOB:
see your patient

Phone Number:

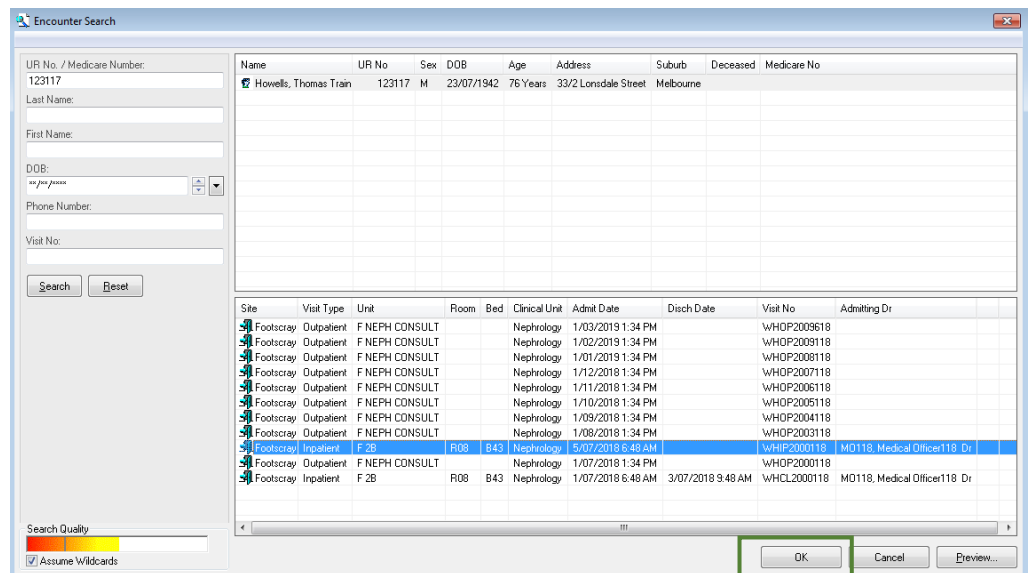
Visit No.:

Search **Reset**

To select the encounter

- In top window, select patient then;
- In bottom window, select encounter.
- If multiple encounters are displayed for the patient, select the one you want to view.
- Click OK to open encounter in Power Chart

Note: Rows clicked will highlight as blue initially and then light grey.



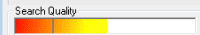
Encounter Search

UR No. / Medicare Number: 123117

Name: Howells, Thomas Train

Name	URN No	Sex	DOB	Age	Address	Suburb	Deceased	Medicare No
Howells, Thomas Train	123117	M	23/07/1942	76 Years	33/2 Lonsdale Street	Melbourne		

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No	Admitting Dr
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/03/2019 1:34 PM		WHOP2009618	
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/02/2019 1:34 PM		WHOP2009118	
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/01/2019 1:34 PM		WHOP2008118	
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/12/2018 1:34 PM		WHOP2007118	
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/11/2018 1:34 PM		WHOP2006118	
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/10/2018 1:34 PM		WHOP2005118	
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/09/2018 1:34 PM		WHOP2004118	
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/08/2018 1:34 PM		WHOP2003118	
Footscray	Inpatient	F 2B	R08	B43	Nephrology	5/07/2018 8:48 AM		WHIP2000118	MD118, Medical Officer118 Dr
Footscray	Outpatient	F NEPH CONSULT			Nephrology	1/07/2018 1:34 PM		WHOP2000118	
Footscray	Inpatient	F 2B	R08	B43	Nephrology	1/07/2018 8:48 AM	3/07/2018 9:48 AM	WHCL2000118	MD118, Medical Officer118 Dr

Search Quality: 

Assume Wildcards

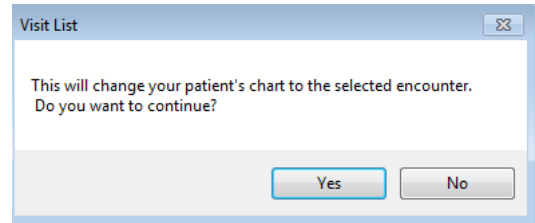
OK **Cancel** **Preview...**

2. Select encounter in Power Chart - Visit List

Click on Patient Information then; Visit List tab in the patient chart screen

- The Encounter selected displays 'X' in the 'Selected column'.
- To select another encounter double-click on the row.
- Visit List window will pop up.
- Click yes
- The newly selected Encounter displays 'X' in the 'Selected column'.

Selected	Visit Type	Visit Date	Discharge Date
	Emergency	25/09/2018 10:00:00	
X	Inpatient	13/09/2018 16:01:00	
	No Visit	13/09/2018 15:53:00	13/09/2018 15:53:00



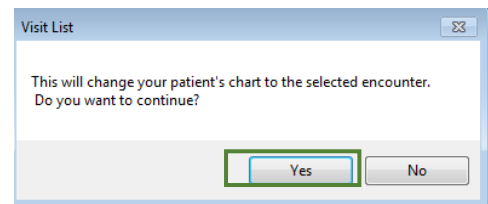
Selected	Visit Type	Visit Date	Discharge Date
X	Inpatient	01/07/2018 06:48:00	03/07/2018 09:48:00
	Inpatient	05/07/2018 06:48:00	
	Outpatient	01/01/2019 13:34:00	

3. Select encounter in Banner Bar – Loc: hyperlink to Visit List

Open Patient Chart screen. Click on Loc: [Loc:F 2B; R08; B43](#) in banner bar to open window

- The Encounter selected displays 'X' in the 'Selected column'.
- To select another encounter double-click row.
- Visit List window pops up.
- Click yes
- The newly selected Encounter displays 'X' in the 'Selected column'.

Selected	Visit Type	Visit Date	Discharge Date	Location	Clinical Unit
	Outpatient	01/03/2019 13:34:00		F NEPH CONSULT	Nephrology
	Outpatient	01/02/2019 13:34:00		F NEPH CONSULT	Nephrology
	Outpatient	01/01/2019 13:34:00		F NEPH CONSULT	Nephrology
	Outpatient	01/12/2018 13:34:00		F NEPH CONSULT	Nephrology
	Outpatient	01/11/2018 13:34:00		F NEPH CONSULT	Nephrology
	Outpatient	01/10/2018 13:34:00		F NEPH CONSULT	Nephrology
	Outpatient	01/09/2018 13:34:00		F NEPH CONSULT	Nephrology
	Outpatient	01/08/2018 13:34:00		F NEPH CONSULT	Nephrology
X	Inpatient	05/07/2018 06:48:00		F 2B R08 B43	Nephrology
	Outpatient	01/07/2018 13:34:00		F NEPH CONSULT	Nephrology
	Inpatient	01/07/2018 06:48:00	03/07/2018 09:48:00	F 2B R08 B43	Nephrology



Selected	Visit Type	Visit Date	Dis
X	Outpatient	01/03/2019 13:34:00	
	Outpatient	01/02/2019 13:34:00	
	Outpatient	01/01/2019 13:34:00	