Access and Set Up - Search and Select a Patient Encounter



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Search and Select a Patient Encounter

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

Search and Select Patient Encounter in Encounter Search screen.

- 1. Open Encounter Search window by clicking on $\stackrel{\bigcirc}{=}$ in the patient toolbar
- 2. Enter URN (MRN). Click Search

UR No. / Medicare Number::
Last Name::
First Name::
DOB::
Phone Number:
Visit No::
Search Reset

3. To select the encounter

- a) In top window, select patient then;
- b) In bottom window, select encounter

If multiple encounters are displayed for the patient, select the one you want to view

c) Click OK to open encounter in Power Chart

UR No. / Medicare Number::	Name	UF	No Sex	DOB Ag	je	Address Sub	urb	Deceased Med	icare No
1613166	TESTWHS, ALI	SON MS 16	13166 Female	15/12/1990 32	? Years	77 Railway Cres Willi	amstown	4125	8869121
Last Name::									
Last Name.:									
irst Name::									
IOB::									
*/**/****	÷ •								
hone Number:									
isit No::									
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isit No:: Search Reset	Site	Visit Type	Unit	Room	Bed	Clinical Unit		Admit Date	Disch Date
	Site Sunshine	Visit Type Outpatient	Unit SJK WC 1A IMM	Room	Bed	Clinical Unit WC Immunisation		Admit Date 29/07/2023 13:1	
				Room	Bed				3 29/07/2023
	Sunshine	Outpatient	SJK WC 1A IMM	Room	Bed			29/07/2023 13:1	3 29/07/2023 8 27/07/2023
	Sunshine Sunshine	Outpatient Between Visit	SJK WC 1A IMM SJK WC 1A THAL	Room	Bed			29/07/2023 13:1 27/07/2023 13:3	3 29/07/2023 8 27/07/2023 6 27/07/2023
	Sunshine Sunshine Sunshine	Outpatient Between Visit Between Visit	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL	Room	Bed			29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3	3 29/07/2023 48 27/07/2023 46 27/07/2023 44 27/07/2023
	Sunshine Sunshine Sunshine Sunshine	Outpatient Between Visit Between Visit Between Visit	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A THAL	Room	Bed	WC Immunisation		29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3	3 29/07/2023 8 27/07/2023 6 27/07/2023 4 27/07/2023 6 24/07/2023
	Sunshine Sunshine Sunshine Sunshine Sunshine	Outpatient Between Visit Between Visit Between Visit Outpatient	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A IMM	Room	Bed	WC Immunisation WC Immunisation	resentation	29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 24/07/2023 08:3	3 29/07/2023 8 27/07/2023 6 27/07/2023 4 27/07/2023 6 24/07/2023 3 17/07/2023
	Sunshine Sunshine Sunshine Sunshine Sunshine	Outpatient Between Visit Between Visit Between Visit Outpatient Outpatient	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A IMM SJK WC 1A IMM			WC Immunisation WC Immunisation WC Immunisation	resentation	29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 24/07/2023 08:3 17/07/2023 08:2	3 29/07/2023 88 27/07/2023 66 27/07/2023 44 27/07/2023 66 24/07/2023 16 24/07/2023 13 17/07/2023 9 09/07/2023
	Sunshine Sunshine Sunshine Sunshine Sunshine Williamstown	Outpatient Between Visit Between Visit Between Visit Outpatient Outpatient Emergency	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A IMM SJK WC 1A IMM W ED			WC Immunisation WC Immunisation WC Immunisation Emergency - General Pr		29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 24/07/2023 08:3 17/07/2023 08:2 30/06/2023 08:4	3 29/07/2023 88 27/07/2023 66 27/07/2023 44 27/07/2023 66 24/07/2023 16 24/07/2023 17/07/2023 17/07/2023 9 09/07/2023 0 22/06/2023
	Sunshine Sunshine Sunshine Sunshine Williamstown Footscray	Outpatient Between Visit Between Visit Between Visit Outpatient Outpatient Emergency Outpatient	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A IMM SJK WC 1A IMM W ED FH OP INVALID		01	WC Immunisation WC Immunisation WC Immunisation Emergency - General Pr WC CAPS	ent Centre	29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 24/07/2023 08:3 17/07/2023 08:2 30/06/2023 08:4 22/06/2023 17:1	3 29/07/2023 8 27/07/2023 6 27/07/2023 6 27/07/2023 6 27/07/2023 6 24/07/2023 3 17/07/2023 9 09/07/2023 0 22/06/2023 7 09/06/2023
	Sunshine Sunshine Sunshine Sunshine Sunshine Williamstown Footscray Sunshine	Outpatient Between Visit Between Visit Between Visit Outpatient Outpatient Outpatient Outpatient	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A IMM SJK WC 1A IMM W ED FH OP INVALID SJK MAC 1	CUB	01	WC Immunisation WC Immunisation WC Immunisation Emergency - General Pr WC CAPS MAC Maternity Assessm	ent Centre	29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 08:3 17/07/2023 08:3 30/06/2023 08:4 22/06/2023 17:1 09/06/2023 10:1	8 27/07/2023 46 27/07/2023 44 27/07/2023 45 24/07/2023 46 24/07/2023 47 17/07/2023 49 09/07/2023 40 22/06/2023 47 09/06/2023 48 09/06/2023
Search Reset	Sunshine Sunshine Sunshine Sunshine Sunshine Williamstown Footscray Sunshine	Outpatient Between Visit Between Visit Between Visit Outpatient Outpatient Outpatient Outpatient Inpatient	SJK WC 1A IMM SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A THAL SJK WC 1A IMM SJK WC 1A IMM W ED FH OP INVALID SJK MAC 1 SJK MAC Triage	CUB	01	WC Immunisation WC Immunisation WC Immunisation Emergency - General Pr WC CAPS MAC Maternity Assessm Anaesthesia and Periop	nent Centre Med	29/07/2023 13:1 27/07/2023 13:3 27/07/2023 13:3 27/07/2023 13:3 24/07/2023 08:2 30/06/2023 08:4 22/06/2023 17:1 09/06/2023 10:1 09/06/2023 10:1	3 29/07/2023 8 27/07/2023 6 27/07/2023 4 27/07/2023 6 24/07/2023 3 17/07/2023 9 09/07/2023 9 09/07/2023 0 22/06/2023 0 09/06/2023 0 09/06/2023



Select encounter in Power Chart - Visit List

- 1. 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
- 2. Visit List window will pop up, click Yes

Patient Information	^	R			
Nurse View					
Outpatient View		Visit List De	emographics PPR Su	mmary	
Care Plan Summary		Selected	Visit Type	Visit Date	Discharge Date
MAR		X	Outpatient	08/06/2023 10:34:21	08/06/2023 23:59:59
MAIX			Inpatient	07/06/2023 09:15:00	09/06/2023 09:00:00

Visit List		
This will change Do you want to	your patient's chart to the selec continue?	ted encounter.

The newly selected Encounter displays X . in the Selected column

Visit List Demographics PPR Summary

Selected	Visit Type	Visit Date	Discharge Date
	Outpatient	08/06/2023 10:34:21	08/06/2023 23:59:59
	Inpatient	07/06/2023 09:15:00	09/06/2023 09:00:00
	Inpatient	06/06/2023 10:12:00	06/06/2023 15:52:00
	Inpatient	27/04/2023 12:58:00	02/05/2023 10:00:00
	Inpatient	24/04/2023 11:49:00	27/04/2023 11:54:00
	Outpatient	03/04/2023 11:00:00	03/04/2023 11:00:00

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

Open Patient Chart screen 1

	open i allem onan seleen				
2.	Click on Loc: in TESTWHS, ALISON MS banner bar TESTWHS, ALISON MS Allergies: Tiger Snake Antivenom (CSL), Flour - wheat, Be Alerts: Recorded	e Sting, codeine, Coffee, Grass, Krill Oil (Oviit), lactulc Resus Status:	Sex:Female sse, DO8:15/12/1990 Age: 32 Years Weight:	Loc.SK MAC 1 	
		Custom Information: TEST	WHS, ALISON MS		
	 The Encounter selected displays X in the 	Selected Visit Type	Visit Date	Discharge Date	
	Selected column'	X Outpatient	08/06/2023 10:34:21	08/06/2023 23:59:59	
		Inpatient	07/06/2023 09:15:00	09/06/2023 09:00:00	
	• To select another encounter, double-click	N Inpatient	06/06/2023 10:12:00	06/06/2023 15:52:00	
	,	Inpatient	27/04/2023 12:58:00	02/05/2023 10:00:00	
		Inpatient	24/04/2023 11:49:00	27/04/2023 11:54:00	
		Outpatient	03/04/2023 11:00:00	03/04/2023 11:00:00	
		Outpatient	16/03/2023 08:49:00	16/03/2023 08:49:00	
		Outpatient	30/11/2022 11:30:00	30/11/2022 11:30:00	
		Outpatient	30/06/2022 16:15:00	30/06/2022 16:15:00	
			This will change your patier Do you want to continue?	nt's chart to the selected encounter.	
				Yes No	
	• The newly selected Encounter displays X	Visit List Demographics PPR Sum	imary		
	in the Selected column	Selected Visit Type	Visit Date	Discharge Date	
		Outpatient	08/06/2023 10:34:21	08/06/2023 23:59:59	
		Inpatient	07/06/2023 09:15:00	09/06/2023 09:00:00	
		Inpatient	06/06/2023 10:12:00	06/06/2023 15:52:00	
		Inpatient	27/04/2023 12:58:00	02/05/2023 10:00:00	
		X Inpatient	24/04/2023 11:49:00	27/04/2023 11:54:00	
		Outpatient	03/04/2023 11:00:00	03/04/2023 11:00:00	

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