

# Access and Set Up - Search and Select a Patient Encounter




## 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  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

Encounter Search

Recent Persons

UR No. / Medicare Number:	Name	UR No	Sex	DOB	Age	Address	Suburb	Deceased	Medicare No
1613166	TESTWHS, ALISON MS	1613166	Female	15/12/1990	32 Years	77 Railway Cres	Williamstown		4125889121

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date
Sunshine	Outpatient	SJK WC 1A IMM			WC Immunisation	29/07/2023 13:13	29/07/2023 2
Sunshine	Between Visit	SJK WC 1A THAL				27/07/2023 13:38	27/07/2023 2
Sunshine	Between Visit	SJK WC 1A THAL				27/07/2023 13:36	27/07/2023 2
Sunshine	Between Visit	SJK WC 1A THAL				27/07/2023 13:34	27/07/2023 2
Sunshine	Outpatient	SJK WC 1A IMM			WC Immunisation	24/07/2023 08:36	24/07/2023 2
Sunshine	Outpatient	SJK WC 1A IMM			WC Immunisation	17/07/2023 08:23	17/07/2023 2
Williamstown	Emergency	W ED	CUB	01	Emergency - General Presentation	30/06/2023 08:49	09/07/2023 0
Footscray	Outpatient	FH OP INVALID			WC CAPS	22/06/2023 17:10	22/06/2023 2
Sunshine	Outpatient	SJK MAC 1			MAC Maternity Assessment Centre	09/06/2023 10:17	09/06/2023 2
Sunshine	Inpatient	SJK MAC Triage	Holding Bed	B01	Anaesthesia and Periop Med	09/06/2023 10:00	09/06/2023 1
Sunshine	Outpatient	SWMAC1			Obstetric	09/06/2023 07:00	09/06/2023 2
Sunshine	Outpatient	SJK MAC 1			MAC Maternity Assessment Centre	08/06/2023 10:34	08/06/2023 2
Footscray	Inpatient	F INVALID ADM	Hold	B01	Anaesthesia and Periop Med	07/06/2023 09:15	09/06/2023 0

Search Quality   
 Assume Wildcards

**OK** Cancel Preview

### Select encounter in Power Chart - Visit List

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

Selected	Visit Type	Visit Date	Discharge Date
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

- 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**

- The newly selected Encounter displays X 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

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

1. Open Patient Chart screen  
2. Click on **Loc:** in banner bar

- The Encounter selected displays X in the *Selected* column'
- To select another encounter, double-click row

Selected	Visit Type	Visit Date	Discharge Date
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
	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

3. Visit List window pops up, click **Yes**

- The newly selected Encounter displays X 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