

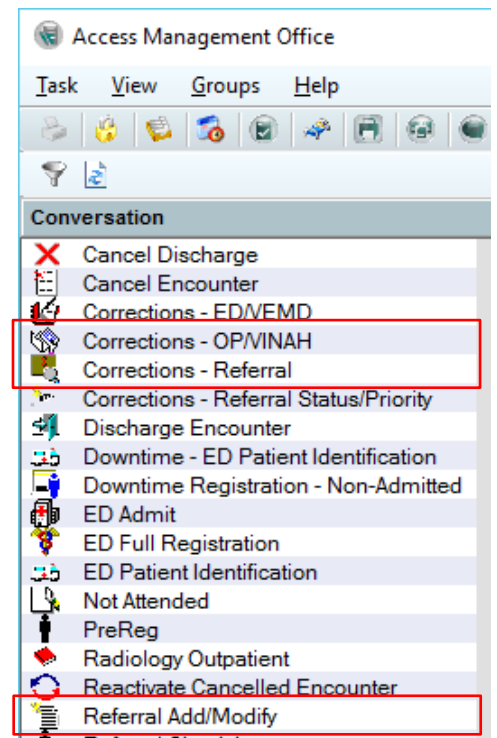
# Scheduling and Referrals - Changing Account Class



This Quick Reference Guide will explain how to:

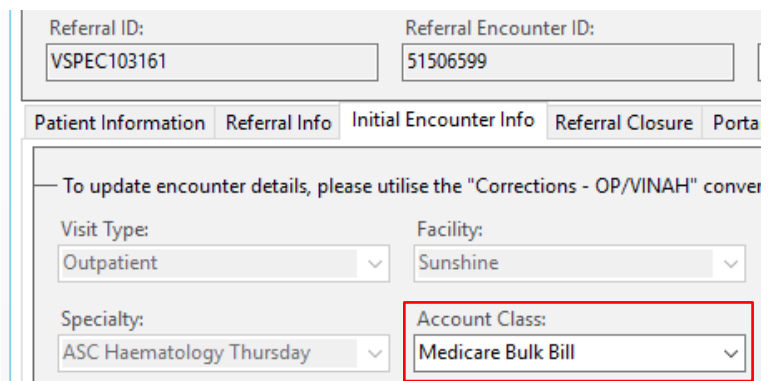
Change the **Account Class** on the referral/encounter

1. The **Account Class** can be changed with the following **Conversations** in **PMOffice**



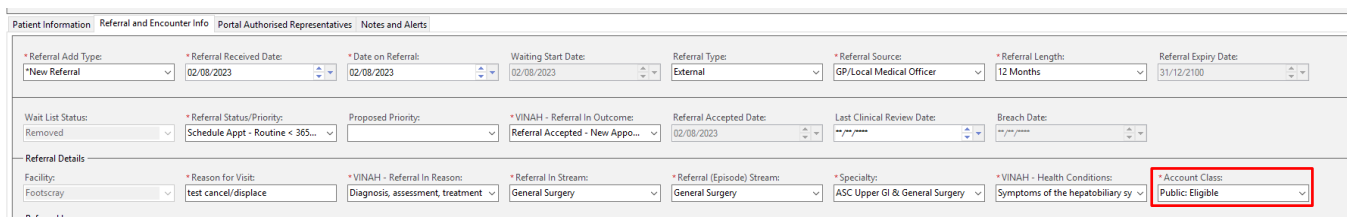
a. **Corrections – Referral**

- To change the **Account Class** on the referral after **Check In**
- Found under the **Initial Encounter Info** tab



b. **Referral Add/Modify**

- To change the **Account Class** on the referral before **Check In**
- Found under the **Referral and Encounter Info** tab, in the third section





c. **Corrections OP/VINAH**

- To change the **Account Class** per **Encounter**
- Found under the **Encounter Information** tab

The screenshot shows a web form with the following fields and values:

Episode Type (Program): Specialist Clinics (OP)	VINAH - Exclude Reason:
* Building: SH OP	* Location/Ward: SH ASC P2 PLASTICS
* Specialty: ASC Plastics Surgery	* Account Class: Public: Eligible

The 'Encounter Information' tab is selected. The 'Account Class' field is highlighted with a red border.