

Encounter Selection at Check In

Encounter selection options

- Create a new encounter
OR
- Associate to an existing encounter.

Creating a new encounter

- A new encounter is created for Outpatient appointments for patients who are not current Inpatients or do NOT already have an open Outpatient encounter for the same specialty
- Follow the standard Check-In process.
- During Check-In the encounter selection window will display.
- At the Encounter Selection window, click **Add Enc.**
- This launches the OPD Check in window.

FIN NBR	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name
003234512	Inpatient		Planned	CHW	Clubbe Ward	Attending Physician	Gill, Deepak (M
003234510	Inpatient	12/02/2018 - 18:00	Planned	CHW	Clubbe Ward	Attending Physician	Cheng, Alan T (

Buttons: Modify, Add Enc, OK, Cancel

Note: Only one open encounter will be permitted per specialty.

Associating to an existing Encounter

If the patient has an open Inpatient encounter or an open Outpatient encounter for the same specialty, this appointment should be associated to the active encounter.

- To determine if the appointment should be associated to an existing encounter:
 - If the patient is admitted, the encounter type will indicate Inpatient.
 - If there is an open Outpatient encounter the 'Med Service' will be the same as the specialty you are checking-in for.
 - The encounter will not have a discharge date.
 - Click on the correct encounter and click **OK**

FIN NBR	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name
003234512	Inpatient		Planned	CHW	Clubbe Ward	Attending Physician	Gill, Deepak (M
003234510	Inpatient	12/02/2018 - 18:00	Planned	CHW	Clubbe Ward	Attending Physician	Cheng, Alan T (

Buttons: Modify, Add Enc, OK, Cancel

Note: Appointments should not be associated to Wait List encounters