



CHEAT SHEET

Check you have the correct encounter

ATTENTION PLEASE



All clinical staff documenting in the ieMR

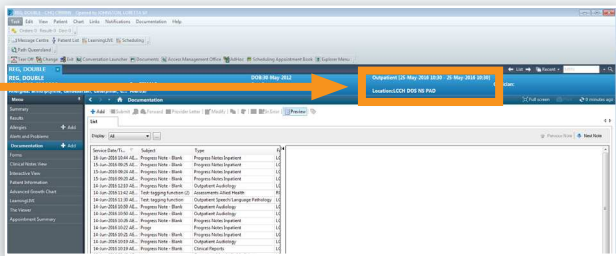
Read on...

Selecting the correct encounter is vital for patient safety and will become particularly important when ordering pathology and medical imaging via the ieMR later this year.

A patient encounter is specific to a particular episode of care. For example, an episode of care might be an emergency visit, an inpatient admission, an outpatient appointment or pre-arrival documentation.

Where to check the encounter

- 1 The encounter details are located in the blue patient banner bar at the top of the screen.



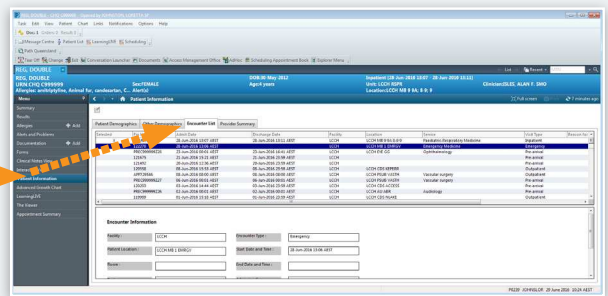
- 2 Check the encounter type. Does this match the episode of care?

Inpatient [12-Jun-2015 15:28 - 12-Jun-2015 15:32]
Location:LCCH MB 10 10A

- 3 Check the CHQ location code. Is it displaying the correct facility? Is it displaying the correct area within the facility?

Incorrect encounter? Here's how to change it:

- 1 Go to the Patient Information tab in the left hand menu
Go to the Encounter List tab



- 2 Find the correct encounter from the list
Double click on the encounter to change it
You will see the encounter details update in the blue patient banner bar

Do take immediate action to rectify an error if documentation is against the wrong encounter

Do Not choose another facility's encounter

Do use a patient location list when opening a record for documentation, as it always takes you to the current CHQ encounter

Do Not use a custom list or recent list when opening a record for documentation, as it does not always take you to the current CHQ encounter

How this helps

- supports patient safety
- ensures accurate Activity Based Funding
- important for medico-legal reasons and release of information
- key to easily finding clinical notes when searching under 'encounter type'

Questions, or want more info? The ieMR team is here to help!

Mon-Fri: 8am-4.30pm
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