

Adding an Encounter

PowerChart

Quick reference guide

An encounter is an episode of care that has been created to define a patient visit or to document advice given over the telephone. Most encounters will be generated automatically by another system (e.g. HBCIS), however some encounters are manually created in **PowerChart**.

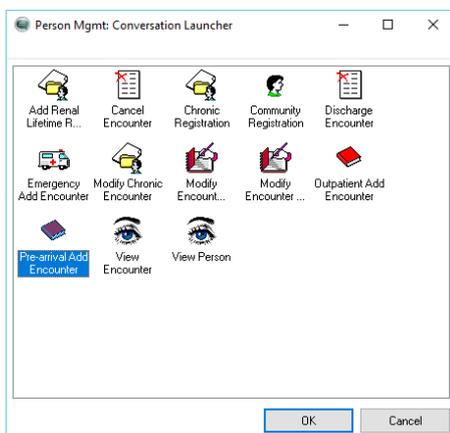
There may also be times when encounters that are typically generated by another system will need to be created manually within **PowerChart**, for example during a major HBCIS system outage.

Adding an encounter

1. Select the **Conversation Launcher** button from the **PowerChart** toolbar.



The **Person Mgmt: Conversation Launcher** window will open.



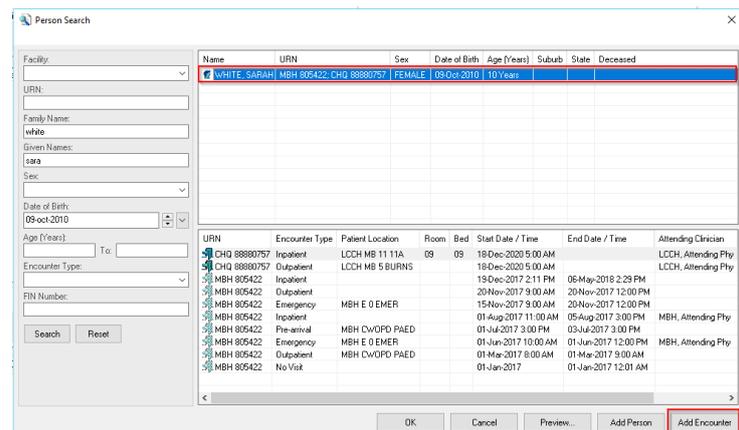
2. Select the appropriate encounter type.
3. Select **OK**.

The **Person Search** window will open.

4. Perform a search to return the patient to add the encounter.

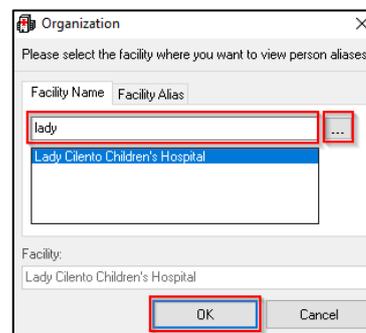
Note: If the patient has never presented to an ieMR facility they must be registered in HBCIS first before an encounter can be created. Always follow local procedures to verify a patient's details in HBCIS for each visit.

5. Select the patient from the patient search results.



6. Select **Add Encounter**.

The **Organization** window will open.



7. Enter a facility into the **Facility Alias** field.

8. Select the **ellipsis** ... icon.

The facility will be matched and added to the list.

9. Select **OK**.

The **Add Encounter** window will open for the encounter type selected.

Note: Required fields for completion will be highlighted in yellow.



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When creating Pre-Arrival Encounters ensure you enter:

- A location relevant to your service (referral location is the best option).
- a treating clinician relevant to the patient.

If no fields are highlighted in yellow:

10. Right click on a blank area of the window. A menu will appear.

11. Select **Highlight Required Fields**



12. Complete the relevant fields for the encounter type selected. Complete as many fields as possible.

13. Select **OK**.

The Document Selection window will appear.

Document	Printer	Copies
<input checked="" type="checkbox"/> Patient Labels	iemr_no_delete	1

Depending on the encounter type selected to add, a window may appear displaying details about the new encounter.

14. Select **OK**

The encounter has now been added to PowerChart and patient identification labels can now be printed.

Note: The **FIN Number** is a unique identifier for that particular encounter. Record this number along with the patient name and medical record number on any documents to be sent for scanning into ieMR.

