

## Disassociating incorrect encounters for theatre bookings

### SurgiNet

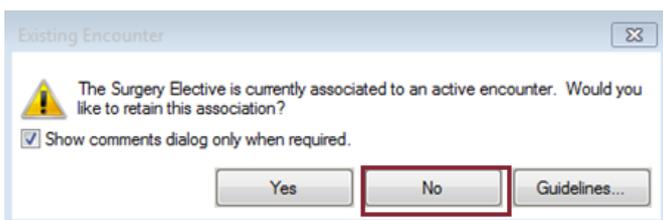
#### Quick reference guide

**Note:** This procedure applies to when an appointment is associated to a non-inpatient encounter, or an inpatient encounter that has a status of **discharged** instead of **active**.

1. Open **ESM** and open the **Scheduling appointment book**.
2. Locate the appointment in the **appointment grid**.
3. Left mouse click and hold and drag the appointment into the **Work In Progress window (WIP)**.

The **Existing Encounter** window will display asking if you would like to retain the association.

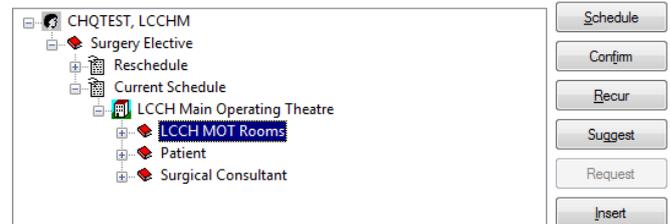
4. Click **NO**.
5. When the orders are displayed click **OK**.



The appointment will now be in your **Work In Progress window** marked as **reschedule**.

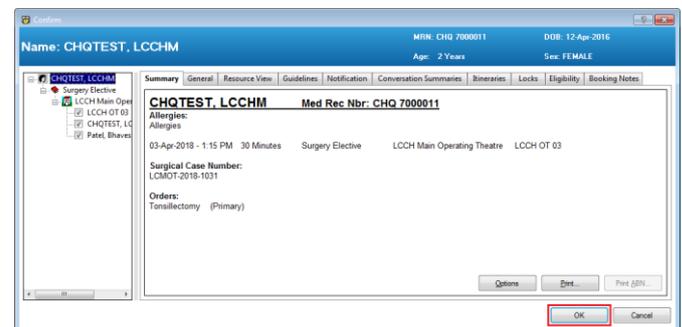
6. Left mouse click and hold on **provider** and drag the patient down to the exact time of the originally booked appointment; this action will bring the patient back to a **pending** status.
7. **Confirm** this appointment.

Work in progress:



The **Confirm window** will open.

8. Leave the boxes ticked and click **OK**.



The **Reschedule** window will display.

9. Choose an appropriate **reason** from the drop down menu.
10. The patient will now have a **confirmed** status in your **Appointment Grid**.
11. Right mouse click on patient's appointment and select **Actions** then select **Check-In**.

The **Check-in** window displays.

12. Click on **Set Enc** and find the correct **Inpatient Encounter**.
13. Click **OK**.

The encounter details will now appear in the **Check-In window**.

14. Click **OK**.

You will be returned to the **Appointment Grid** with the appointment showing in **green** and a status of **Checked-in**.

To view that the correct encounter is associated to this appointment, double click on the appointment to open the **Appointment View**.

Return to the **Case selection** screen in **Powerchart** and refresh this screen. The patient will now show as **checked in**.

**Note:** Please note that these steps can be applied if the appointment has a **scheduled**, **confirmed** or **checked-in** status.

