

Perioperative: checked into incorrect encounter

Quick reference guide

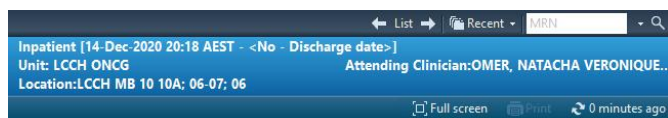
Selecting the correct patient encounter is imperative to quality patient care and funding. Selecting the incorrect patient or encounter could have serious impact on the clinical care of our patients and the funding generated by the episodes of care.

Note: Always ensure you are working within an Inpatient encounter or an Emergency encounter with no discharge date at the correct facility.

1. On the **Case Selection Screen**, set the **Location** to the area you are working in.



2. Click on the unchecked check in box to check the patient in.
3. On selection of the encounter, the **Patient Banner Bar** will show encounter details.



4. If the incorrect encounter was selected upon check in, **do not continue documenting in PowerChart.**



Depending on the type of case, different steps need to be taken:

Elective Case

- Office hours, contact Elective Booking Office to **cancel** case with the incorrect encounter associated and **rebook** the case
- Once rebooked, check in patient into correct encounter.
- Commence documentation in PowerChart.
- After hours, document using downtime procedure.

Emergency Case

- Contact Emergency Theatre Team Leader/admin officer to **cancel** case with the incorrect encounter associated and **rebook** the case.
- Once rebooked, check in patient into correct encounter.
- Commence documentation in PowerChart.

Note: If there is documentation against the wrong patient encounter in PowerChart, it will need to be marked in error and copied into the correct encounter.