

ieMR: Encounters

An encounter is an episode of care that has been created to define a patient visit. Most encounters will be generated automatically by another system (e.g. HBCIS), however some encounters will not be automatically generated and are instead manually created in PowerChart.

Note: To add an encounter to *PowerChart* the patient must be registered in HBCIS. Follow local procedures to verify a patient's details in HBCIS for each visit.

Add an encounter

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

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



2. Select the appropriate encounter type

Note: For Community Bases Services, such as Child Development Program and Child Health, select *Community Registration*

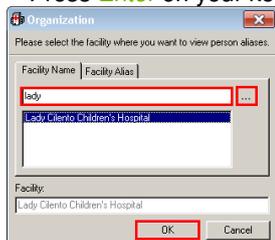
3. Select *OK*

The *Person Search* window will open.

4. Complete the *Person Search*.
5. Highlight the *Patient Name* from the search results
6. Select *Add Encounter*

The *Organisation* window will open.

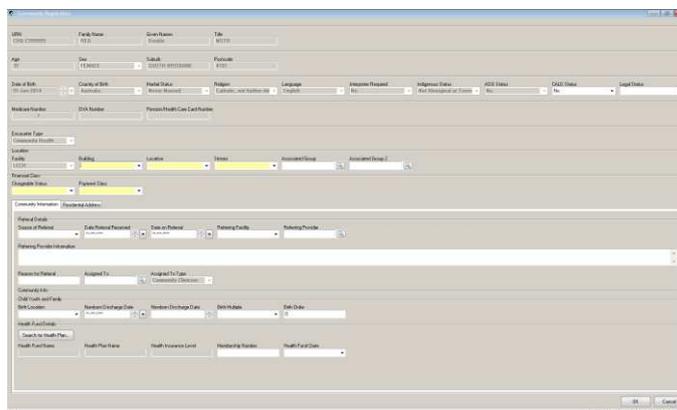
7. Enter the *Facility Name* into the *Search Field*
8. Press *Enter* on your keyboard or click the *ellipsis* to



9. Select *OK*

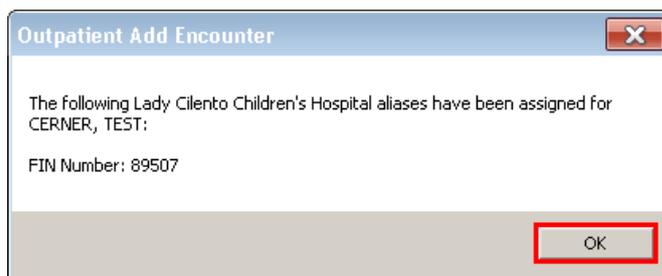
The *Add Encounter/Community Registration* window will open.

10. Complete all *Mandatory Fields*. These may be highlighted in yellow. If not, simply right click in the grey space and select *Highlight Required Fields*.



10. Select *OK*

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



11. 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 number for a particular patient and their encounter. This number is used for document scanning to ensure documents are scanned to the correct encounter.

Note: Prior to documenting always confirm that you are in the correct patient chart and the relevant encounter (i.e. episode of care). For more information see:

- [Cheat Sheet: Check you have the correct encounter](#)