

## Manual Encounter Creation

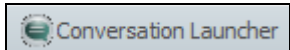
An encounter is an episode of care that has been created to define a patient visit. Most encounters will be generated automatically by another system (e.g. HBCIS).

However some encounters are not automatically generated and require an encounter to be manually created in PowerChart. This guide deals with standard manual encounters, e.g. for work units that do not use HBCIS for appointment scheduling. For information relating to specialised manual encounters, e.g. Chronic or Community Health Encounters, refer to the respective Quick Reference Guides.

### Adding an encounter

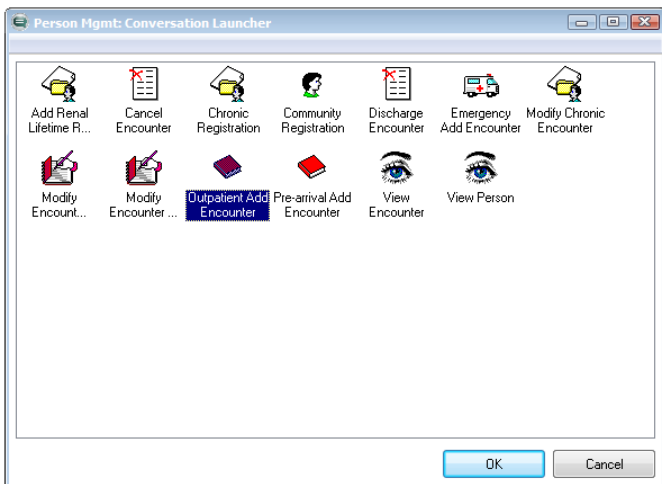
To add an encounter to PowerChart:

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



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

2. Select the appropriate encounter type to add to PowerChart, e.g. Outpatient Encounter and select *OK*



The *Person Search* window will open.

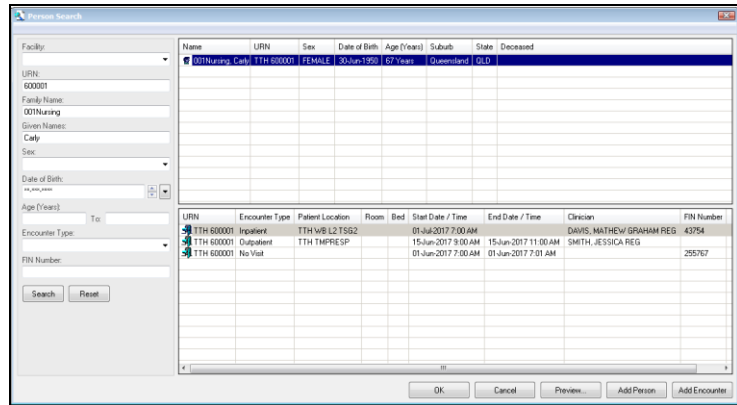
3. Search for the patient that requires manual encounter. Use patient identifiers such as UR Number, Name or Date of Birth to narrow down search results returned.



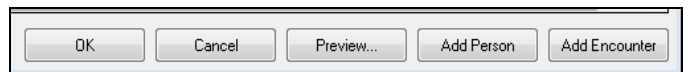
If the patient has never presented to an ieMR facility they must be registered in HBCIS first before an encounter can be created.

Always follow local procedures to verify a patient's details in HBCIS for each visit appear in these filters.

4. Select the patient from the patient search results

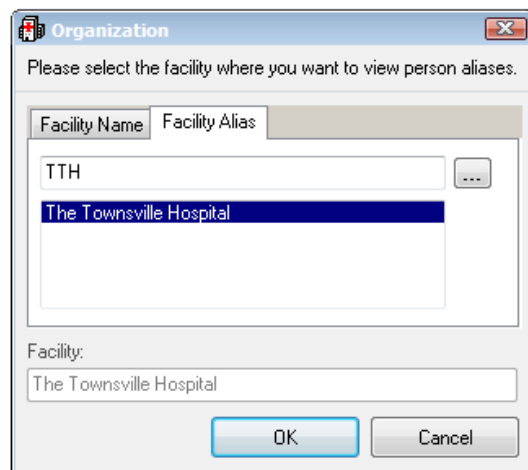


5. Select *Add Encounter* from the bottom right-hand side of the window



The *Organization* window will open.

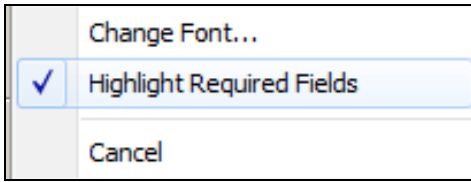
6. Click on the Facility Alias tab. Enter TTH into the *facility* field and select the ellipsis button to convert the TTH alias to the full facility name.



7. Select *OK*

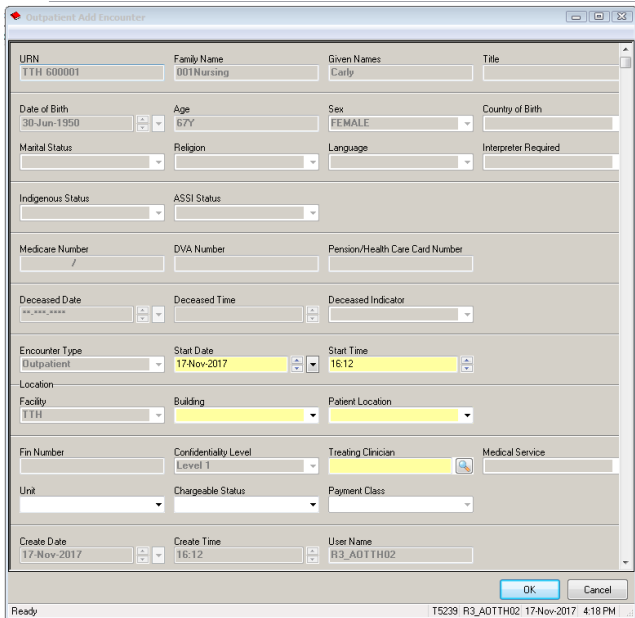
The *Add Encounter* window will open for the encounter type selected. Required fields for completion will be highlighted in yellow. If no fields are highlighted in yellow:

8. Right click on a blank area of the window and select *Highlight Required Fields*.



9. Complete the relevant fields for the encounter type selected.

The Start Date and Start Time fields will default to the date/time of encounter creation, but these can be adjusted forward or back.



The screenshot shows the 'Outpatient Add Encounter' form with the following fields highlighted in yellow: Start Date (17-Nov-2017), Start Time (16:12), Building, Patient Location, and Chargeable Status. Other fields include URN, Family Name, Given Names, Title, Date of Birth, Age, Sex, Country of Birth, Marital Status, Religion, Language, Interpreter Required, Indigenous Status, ASSI Status, Medicare Number, DVA Number, Pension/Health Care Card Number, Deceased Date, Deceased Time, Deceased Indicator, Encounter Type, Location, Facility, Confidentiality Level, Treating Clinician, Medical Service, Unit, Payment Class, Create Date, Create Time, and User Name.

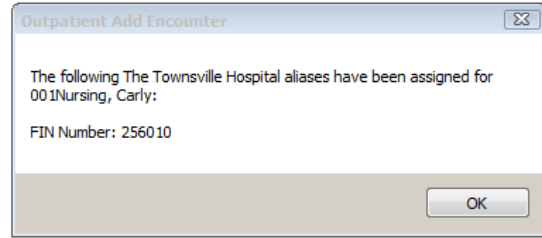
All yellow mandatory fields must be completed. It is recommended to complete the Chargeable Status and Payment Class fields for Imaging and Pathology outpatient billing purposes.



The Treating Clinician is usually the SMO for that medical team or service. For services not delivered by Medical Officers (e.g. select Nursing or Allied Health clinics) the nominated director is to be selected.

For more information about how to select the appropriate Treating Clinician, please contact the local ieMR Digital Services team.

10. Once all appropriate details have been completed select OK. A pop-up window may appear displaying details about the new encounter.



11. Select *OK* to close this pop-up window.

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