

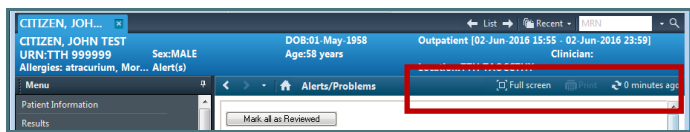


PowerChart: Changing Encounters in Patient Chart

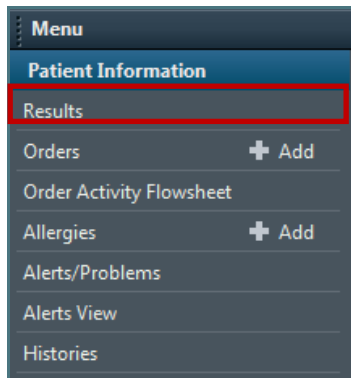
PowerChart allows users to have one encounter per patient open, at any one time. It may be necessary to switch between encounters for the patient chart that is open. This guide demonstrates how to change encounters without re-searching for the patient again.

Changing Encounters in Patient Chart

1. *PowerChart* must already be open with a patient and encounter selected



2. Click on *Patient Information* tab on *Menu*



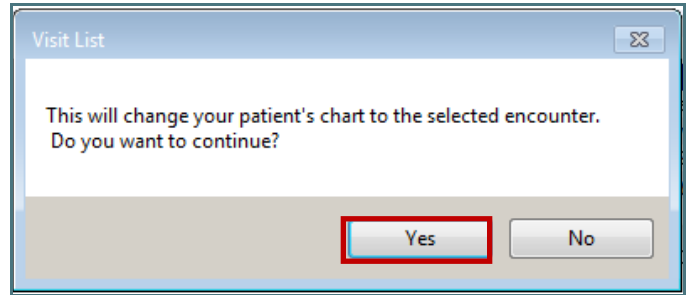
3. Click on the *Encounter List* tab.
4. An X mark is against the encounter that is currently *open*.

Selected	Fin Number	Admit Date	Discharge Date	Facility	Location	Service
	RISR1608050050	05-Aug-2016 08:25 AEST	05-Aug-2016 23:59 AEST	TTH		
	RISR1608020338	02-Aug-2016 16:05 AEST	02-Aug-2016 23:59 AEST	TTH		
	APP1303501	29-Jul-2016 15:00 AEST	29-Jul-2016 11:02 AEST	TTH	TTH TSFRAC	Ortho
	RISR1607290187	29-Jul-2016 13:09 AEST	29-Jul-2016 23:59 AEST	TTH		
	RISR1607280286	28-Jul-2016 15:15 AEST	28-Jul-2016 23:59 AEST	TTH		
	RISR1607280145	28-Jul-2016 11:01 AEST	28-Jul-2016 23:59 AEST	TTH		
X	76838	02-Jun-2016 15:55 AEST	02-Jun-2016 23:59 AEST	TTH	TTH TAOCTHY	
	60797	07-Mar-2016 10:56 AEST	07-Mar-2016 23:59 AEST	TTH	TTH TMODU	
	PRE99999260	25-Feb-2016 00:01 AEST	01-Mar-2016 12:01 AEST	TTH	TTH TPCADOSA	
	ADM9114087	07-Jan-2016 17:00 AEST	07-Jan-2016 21:30 AEST	TTH	TTH AB LI TDIA	
	APP1024874	07-Jul-2015 08:15 AEST	09-Jul-2015 07:10 AEST	TTH	TTH TMPGASP	Gast
	ADM8391356	19-Jun-2015 12:53 AEST	20-Jun-2015 14:21 AEST	TTH	TTH NB G TWAA	Emer
	APP954894	13-May-2015 08:45 AEST	15-May-2015 07:58 AEST	TTH	TTH TCVPOO	Com
	PRE99999254	01-May-2015 00:01 AEST	09-Jul-2015 07:11 AEST	TTH	TTH TCADC	Comm
	6806	22-Apr-2015 08:34 AEST	22-Apr-2015 23:59 AEST	TTH	TTH TAOCTHYWI	

5. Find the new encounter that is required to be opened. *Double-click* to open.

Ensure that all documentation entered in the current encounter is saved before attempting to change encounters.

6. A pop-up window will appear asking to *confirm* the change in encounter. Click *Yes*.



7. *Banner bar* will now reflect the change of open encounter.

