

Chronic Encounter Registrations

Chronic encounters are used for multiple occasions of service. Chronic encounters may be chosen where comparison documentation in interactive view or orders are required over multiple visits.

Chronic encounters are created manually and remain active for 367 days at which time they will close. There is currently an interim solution for the encounter to auto discharge at 380 days.

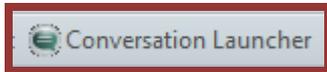
Where areas utilise HBCIS for activity these encounters will continue to be created within the ieMR. This means patients may have parallel open encounters and staff should ensure they are selecting the Chronic encounter.

Patient Labels will be printed from the chronic encounter. Therefore, all scanned documents will be dated with the commencement date of the chronic encounter and not the date of the clinic or occasion of service.

Creating a Chronic Encounter

Chronic Encounters are manually created using the *Chronic Registration* icon in *Conversation Launcher*:

1. Select *Conversation Launcher* from the toolbar



The *Person Management Conversation Launcher* window opens.

2. Select *Chronic Registration*
3. Select *OK*



The *Person Search* window opens.

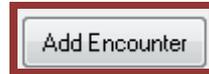
4. Enter the relevant search criteria

Facility: [dropdown]
 URN: 888077
 Family Name: TTHTEST
 Given Names: amanda
 Sex: [dropdown]
 Date of Birth: [dropdown]
 Age (Years): [dropdown] To: [dropdown]
 Encounter Type: [dropdown]
 FIN Number: [text]
 Search [button] Reset [button]

5. Select *Search*. The search results will be returned.
6. Select the correct patient record

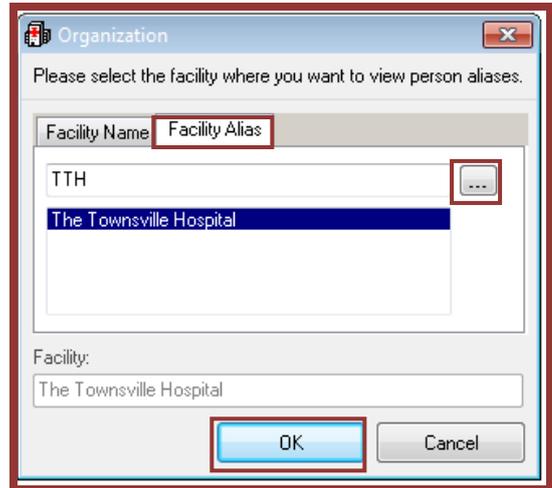
Name	URN	Sex	Date of Birth	Age (Years)	Suburb	State
TTHTEST, AMANDA	TTH 905193	FEMALE	01/Jan/2001	16 Years	UNKNDWN	Unknown
TTHTEST, AMANDA	TTH 888077	FEMALE	04/Apr/1944	73 Years	UNKNDWN	

7. Select *Add Encounter*



The patient must have a URN for the facility that the Chronic Encounter is being added. If the patient does not have a URN for the facility, they must first be registered in HBCIS.

8. The *Organization* window opens, select *Facility Alias* tab, enter TTH into field and click on ellipsis button to convert to full Facility Name.



9. Select *OK*

The *Chronic Registration* window opens.

A number of fields will automatically populate.

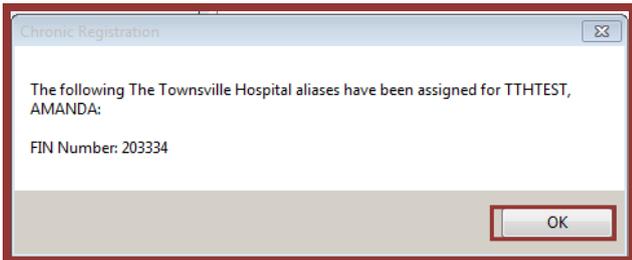
URN: TTH 905211 | Family Name: TTHTEST | Given Names: LEE | Title: MS
 Date of Birth: 02-Feb-1980 | Age: 37Y | Sex: FEMALE | Country of Birth: Not Stated | Marital Status: Not Stated
 Religion: Not Stated | Language: Not Stated | Interpreter Required: [dropdown]
 Indigenous Status: Not Stated/Unknown | ASSI Status: Unknown
 Medicare Number: / | DVA Number: [text] | Pension/Health Care Card Number: [text]
 Deceased Date: [text] | Deceased Time: [text] | Deceased Indicator: No
 Encounter Type: Chronic | Admission Date: 11-Jul-2017 | Admission Time: 14:56
 Location: Facility: TTH | Building: [dropdown] | Patient Location: [dropdown]
 Fin Number: [text] | Confidentiality Level: Level 1 | Treating Clinician: [dropdown] | Medical Service: [dropdown] | Unit: [dropdown]
 Chargeable Status: [dropdown] | Payment Class: [dropdown]
 OK [button] Cancel [button]



Mandatory fields will be highlighted in yellow. If no fields are yellow:

1. Right click anywhere in the grey area of the window
2. Select *Highlight required fields* from the list

10. *Admission Date* and *Admission Time* fields will pre-populate with the current date and time. Adjust Date and Time as required. Some areas may choose to have a uniform start date for all encounters.
11. Select the appropriate building where the patient is located from the *Building* list
12. Select the patient's physical location from the *Patient location* list
13. Enter the treating clinician as surname, first name
If multiple matches are returned, use the *Search* icon to add additional search criteria.
14. Select the appropriate *Medical Service* from the list
15. Select the appropriate *Chargeable Status* and *Payment Class* financial details from the lists.
16. Select *OK*. The *Chronic Registration* window opens advising that the encounter has been added.



17. Select *OK*. The *Chronic Registration* window will close. To close the *Person Management Conversation Launcher* window:
18. Select *Cancel*. The *Chronic Registration* has now been added to the patient's record.

Discharging a Chronic Encounter

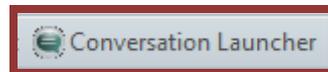
It is only possible to discharge encounters that were manually created within PowerChart. All other encounters will be automatically discharged as the patient is discharged in HBCIS.

Chronic encounters remain active for 367 days at which time they will automatically close. Chronic encounters that are finalised in less than 367 days will need to be manually discharged.

Discharging an Encounter

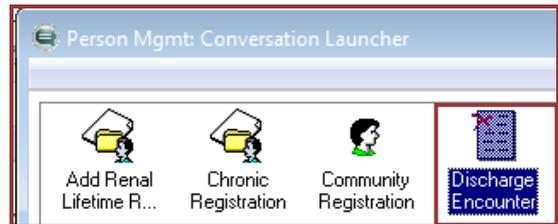
To discharge an encounter created within PowerChart:

1. Select the *Conversation Launcher* button on the PowerChart toolbar.

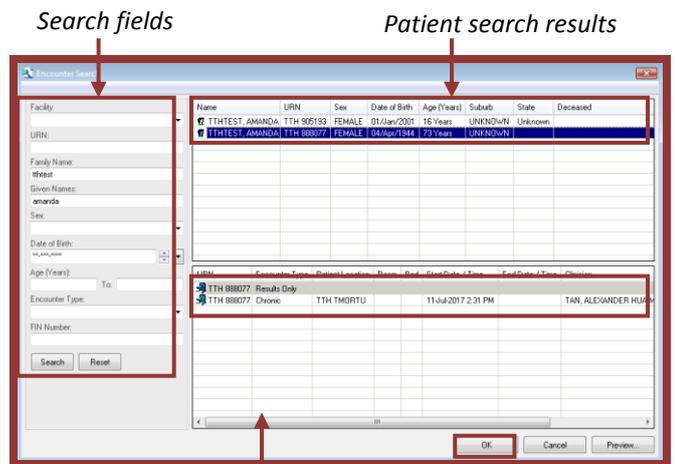


The *Person Management: Conversation Launcher* window will open.

2. Select *Discharge Encounter*

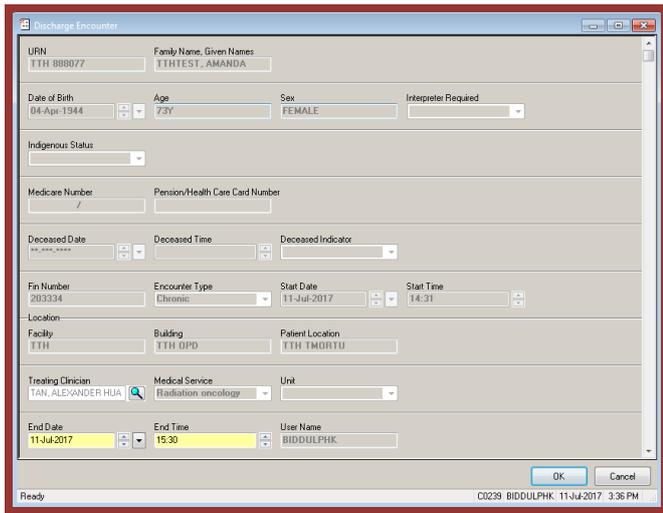


3. Select *OK*. The *Person Search* window will open.
4. Perform a search to return the patient and encounter to discharge
5. Select the patient name from the patient search results
6. Select the *Chronic Encounter* to discharge



Encounter search results

7. Select **OK**. The *Discharge Encounter* window will open.



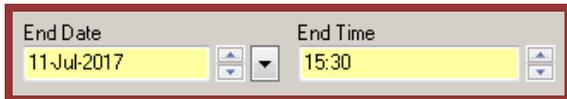
The screenshot shows the 'Discharge Encounter' window with the following fields:

- URN: TTH 888077
- Family Name, Given Names: TTHTEST, AMANDA
- Date of Birth: 04-Apr-1944
- Age: 73Y
- Sex: FEMALE
- Interpreter Required: (dropdown)
- Indigenous Status: (dropdown)
- Medicare Number: /
- Pension/Health Care Card Number: (dropdown)
- Deceased Date: /
- Deceased Time: (dropdown)
- Deceased Indicator: (dropdown)
- Fin Number: 203334
- Encounter Type: Chronic
- Start Date: 11-Jul-2017
- Start Time: 14:31
- Location:
 - Facility: TTH
 - Building: TTH OPD
 - Patient Location: TTH TMORTU
- Treating Clinician: TAN, ALEXANDER HUA
- Medical Service: Radiation oncology
- Unit: (dropdown)
- End Date: 11-Jul-2017
- End Time: 15:30
- User Name: BIDDULPHK

Buttons: OK, Cancel

Status bar: Ready C0239 BIDDULPHK: 11-Jul-2017: 3:36 PM

8. Enter the *End Date* and *End Time* for the encounter



The close-up shows the 'End Date' field set to 11-Jul-2017 and the 'End Time' field set to 15:30.

 The *End Date* and *End Time* fields will automatically populate with the current date and time. Only update these fields if the encounter is not being discharged in real time. It is not possible to enter an end time of 00:00.

9. Select **OK**. The encounter is now discharged.