
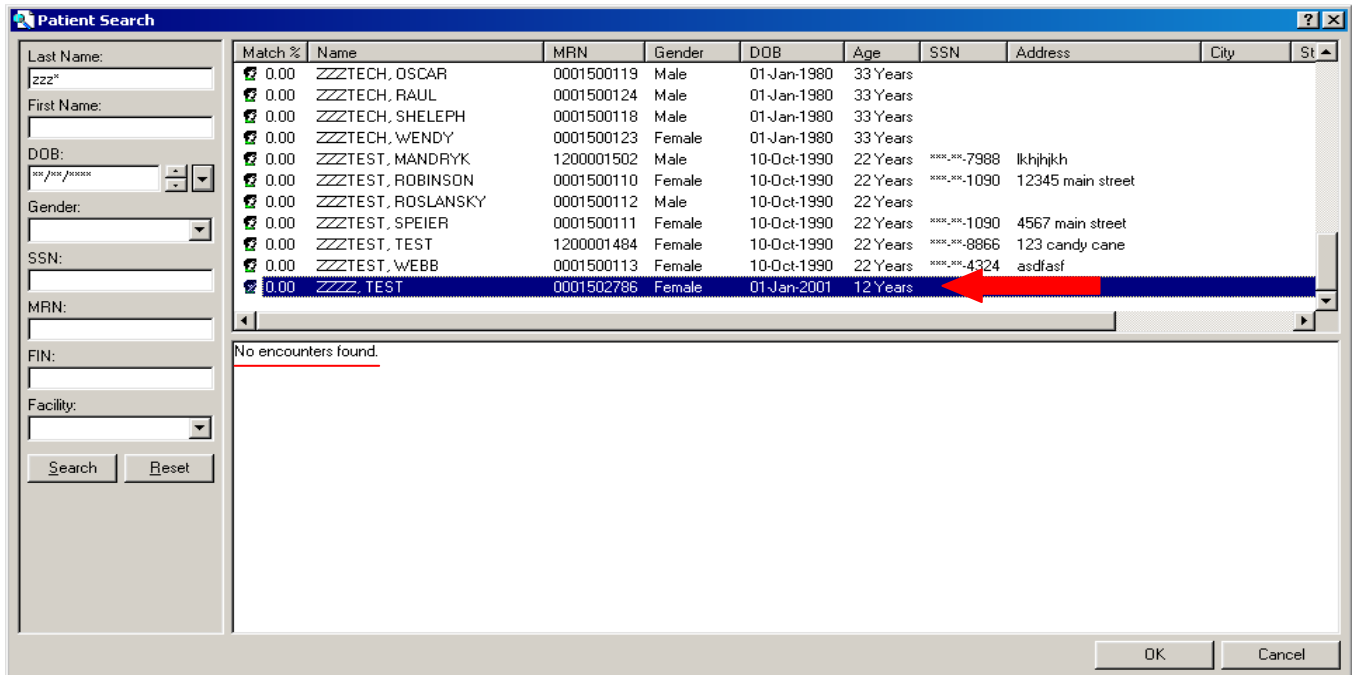



How to Create an Encounter

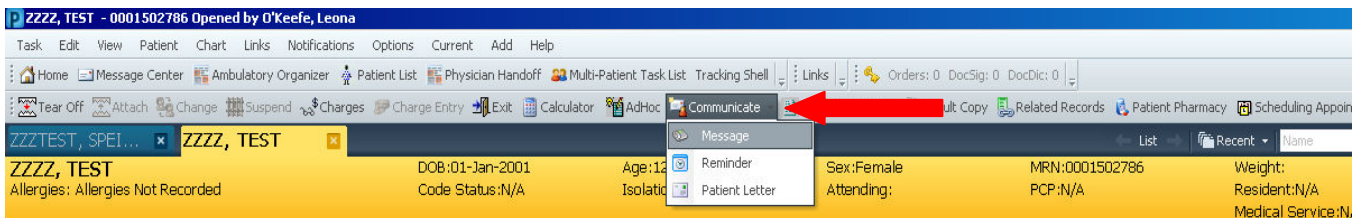
There may be times that a patient is part of AFMC but has not yet been seen since the start of Cerner. In order to do anything in the patient chart, you will need to create an encounter. For example, you may receive a phone call on house back up and need to send the PCP a message or enter an order.

1. Search for the patient. 
2. Usually you will open a patient chart by selecting the proper encounter from the bottom half of the screen, but if there are no encounters, double click the patient's name in the top half.



Match %	Name	MRN	Gender	DOB	Age	SSN	Address	City	St
0.00	ZZZTECH, OSCAR	0001500119	Male	01-Jan-1980	33 Years				
0.00	ZZZTECH, RAUL	0001500124	Male	01-Jan-1980	33 Years				
0.00	ZZZTECH, SHELEPH	0001500118	Male	01-Jan-1980	33 Years				
0.00	ZZZTECH, WENDY	0001500123	Female	01-Jan-1980	33 Years				
0.00	ZZZTEST, MANDRYK	1200001502	Male	10-Oct-1990	22 Years	***,***,7988	lkjhjkh		
0.00	ZZZTEST, ROBINSON	0001500110	Female	10-Oct-1990	22 Years	***,***,1090	12345 main street		
0.00	ZZZTEST, ROSLANSKY	0001500112	Male	10-Oct-1990	22 Years				
0.00	ZZZTEST, SPEIER	0001500111	Female	10-Oct-1990	22 Years	***,***,1090	4567 main street		
0.00	ZZZTEST, TEST	1200001484	Female	10-Oct-1990	22 Years	***,***,8866	123 candy cane		
0.00	ZZZTEST, WEBB	0001500113	Female	10-Oct-1990	22 Years	***,***,4324	asdfasf		
0.00	ZZZZ, TEST	0001502786	Female	01-Jan-2001	12 Years				

3. From the patient's chart, select "Communicate" then "Message" to write a message. 




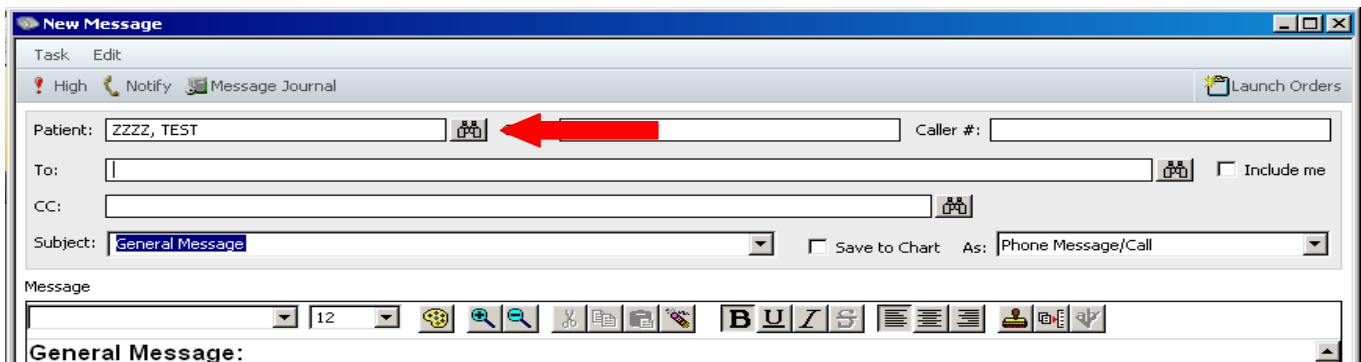
Task Edit View Patient Chart Links Notifications Options Current Add Help

Home Message Center Ambulatory Organizer Patient List Physician Handoff Multi-Patient Task List Tracking Shell Links Orders: 0 DocSig: 0 DocDic: 0

Tear Off Attach Change Suspend Charges Charge Entry Exit Calculator AdHoc Communicate Message Reminder Patient Letter


ZZZZ, TEST DOB:01-Jan-2001 Age:12 Sex:Female MRN:0001502786 Weight: Allergies: Allergies Not Recorded Code Status:N/A Isolatio Attending: PCP:N/A Resident:N/A Medical Service:N


4. Click the binoculars next to the patient's name. 




Task Edit

High Notify Message Journal Launch Orders

Patient: ZZZZ, TEST  Caller #:

To:  Include me

CC: 

Subject: General Message Save to Chart As: Phone Message/Call

Message

General Message:

5. Click on "Add Encounter."

The Patient Search window displays search criteria on the left and a table of results on the right. The search criteria include Last Name (ZZZZ), First Name (TEST), DOB (01-Jan-2001), Gender (Female), SSN, MRN, FIN, and Facility. The results table shows a single entry with a 100.00 match percentage.

Match %	Name	MRN	Gender	DOB	Age	SSN	Address	City	State	Zip Code	Phone
100.00	ZZZZ, TEST	0001502786	Female	01-Jan-2001	12 Years						

Buttons: Search, Reset, OK, Add Encounter (highlighted with a red arrow).

6. Enter "Academic" to search for AFMC. Hit enter. Click on "OK."

The Organization dialog box prompts the user to select a facility. The Facility Name field contains "Academic", and the Facility Alias list shows "Academic Family Medicine Center" selected. The Facility field also displays "Academic Family Medicine Center".

Buttons: OK, Cancel.

7. Select the appropriate Suite.

The Phone Message Encounter form contains the following fields and values:

- Medical Record Number: 0001502786
- Financial Number: 2000083647
- Last Name: ZZZZ
- First Name: TEST
- Middle Name: (empty)
- Gender: Female
- Social Security Number: - -
- Date of Birth: 01/01/2001
- Age: 12Y
- Phone Number: () -
- Facility: AFMC
- Building: AFMC
- Department: (dropdown menu open showing options: AFMC A, AFMC B, AFMC C, AFMC D, AFMC Prime Care, AFMC Urg Care)
- Encounter Type: Outpatient Message

Status bar: Ready, PROD, OKEEFEL, 7/19/2013, 3:42 PM

8. You can complete your message to the PCP regarding the HBU call. You can also "Launch Orders" from the upper right if you need to place any orders for the patient.

