

How to edit a previous encounter

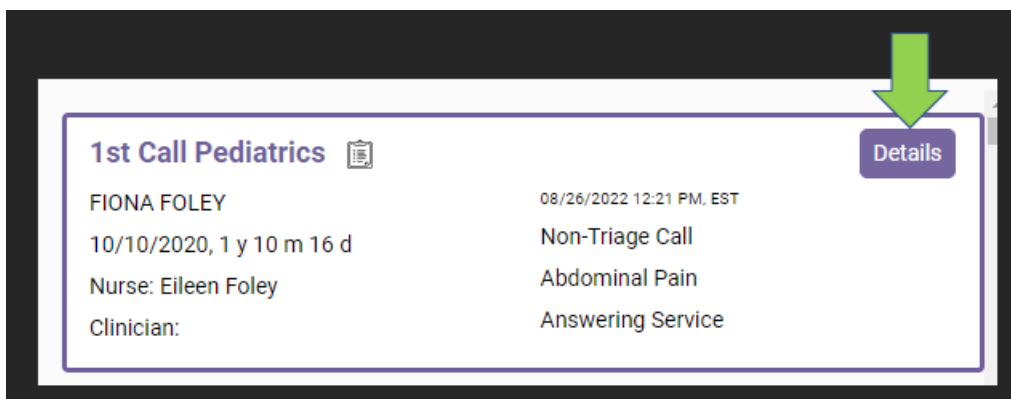
Last Modified on 08/26/2022 12:35 pm EDT

ANYTIME After Hours

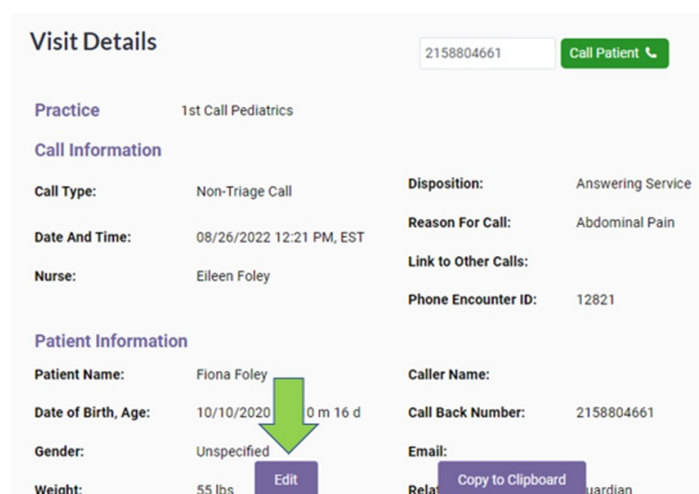
How to edit a previous encounter

All patient encounters can be edited under the Today's Visits tab on your homepage. Each encounter has a 24-hour window that will allow a user to add additional details, or make changes to existing information.

- Click on the Today's Visits tab from your homepage
- Locate the encounter you would like to edit and select the details button

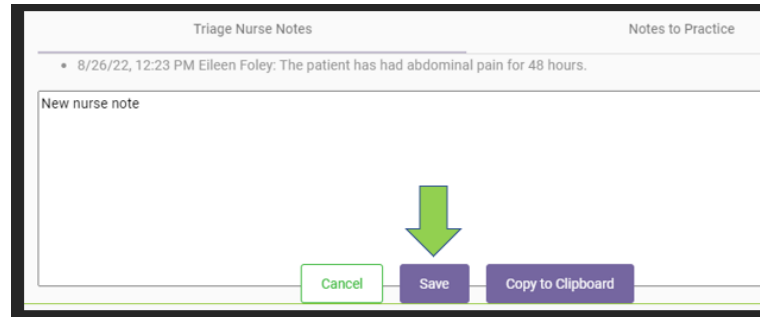


- Click on the edit button on the Visit Details screen



- On this screen you will be able to:
 - Add or edit encounter details

- Add additional dispositions
 - Add additional nurse notes
 - Make an outbound phone call to the patient
- Once you are finished editing the encounter, click Save



- Please contact our support department if you need to edit an encounter that is no longer listed under today's visits