

Patient Chart: Encounters

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Version 20.18



This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

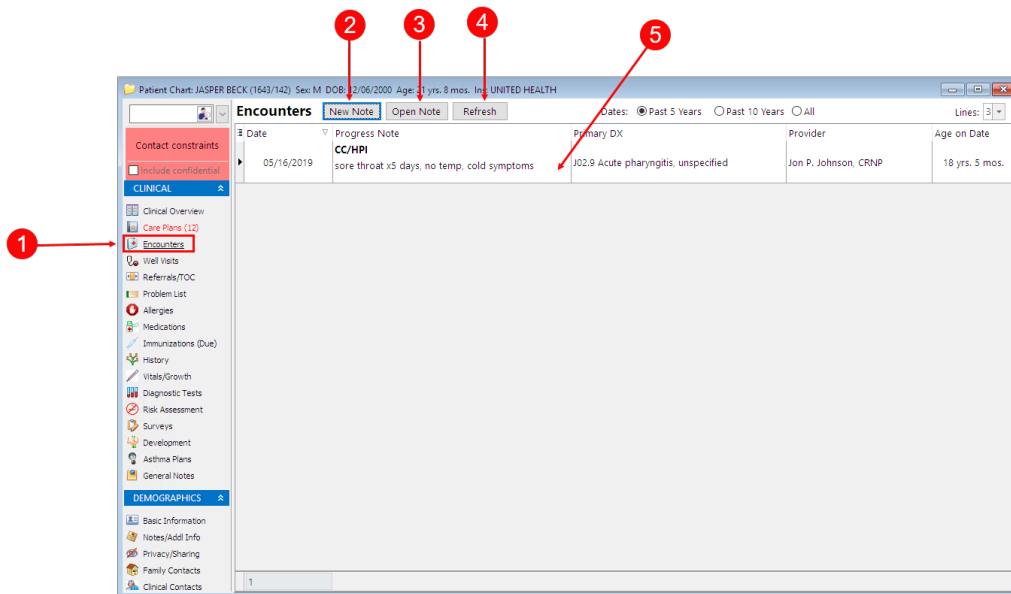
About Patient Chart: Encounters

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Encounters

The Encounters window lists the patient's Encounter Notes. In the Encounters window, an unarchived Patient Encounter can be added or modified. A selected Encounter Summary Sheet can also be accessed for finalized Encounter Notes.



Note: Just like a paper chart, the electronic chart in OP contains personal health information and should be kept protected and confidential. Always close all windows on your screen and log out of OP when you are not at your workstation.



Patient Chart: Encounters Tab Map

Number	Section	Description
1	Encounters button	The Encounters button accesses the Encounters window in the patient's chart.
2	New Note button	The New Note button opens the Patient Encounter window to begin a new Patient Encounter note or Edit an unarchived patient Encounter.
3	Open Note button	The Open Note button opens the Encounter Summary Sheet window (for a finalized Encounter) or the Patient Encounter window (for Encounters not finalized) for a highlighted Encounter in the Encounter Notes Grid.


4	Refresh Button	The Refresh button allows users to refresh the screen after entering their Emergency Override credentials.
5	Encounter Notes Grid	The Encounter Notes grid displays all the Encounter notes for the patient. Notes can be hovered over to expose the Chief Complaint or double-clicked to open the Encounter Summary Sheet window (for a finalized Encounter) or the Patient Encounter window (for Encounters not finalized).

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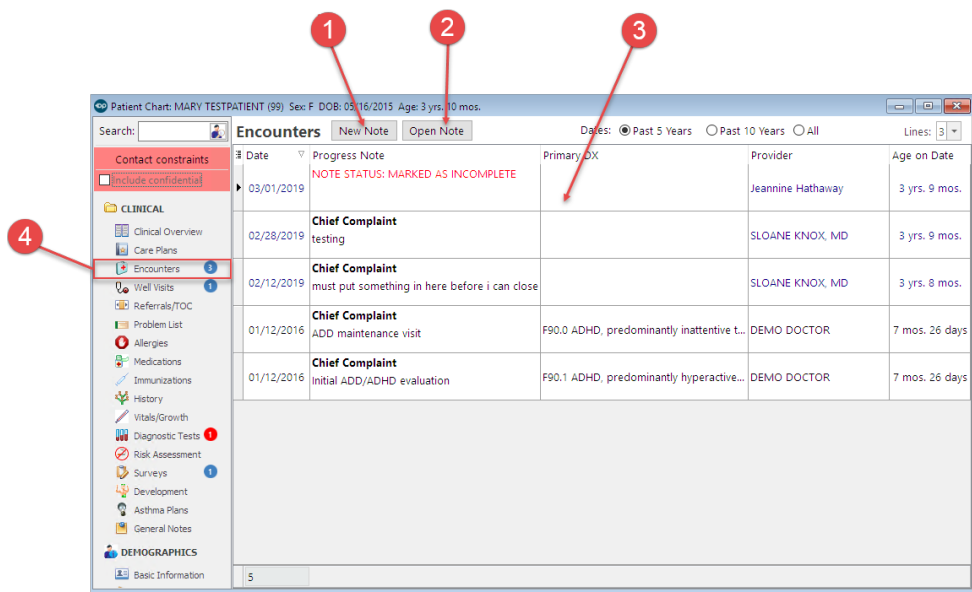
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Encounters button

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