

Encounter Summary Sheet

Last Modified on 08/17/2021 11:04 am EDT



OP sets **all defaults to share all information**. Any individual decisions by Practice-users to restrict information sharing (access, use, or exchange) are the responsibility of the Practice in the implementation of its 21st Century Cures Act Information Blocking policies and procedures for its Practice and patients.

Version 14.19

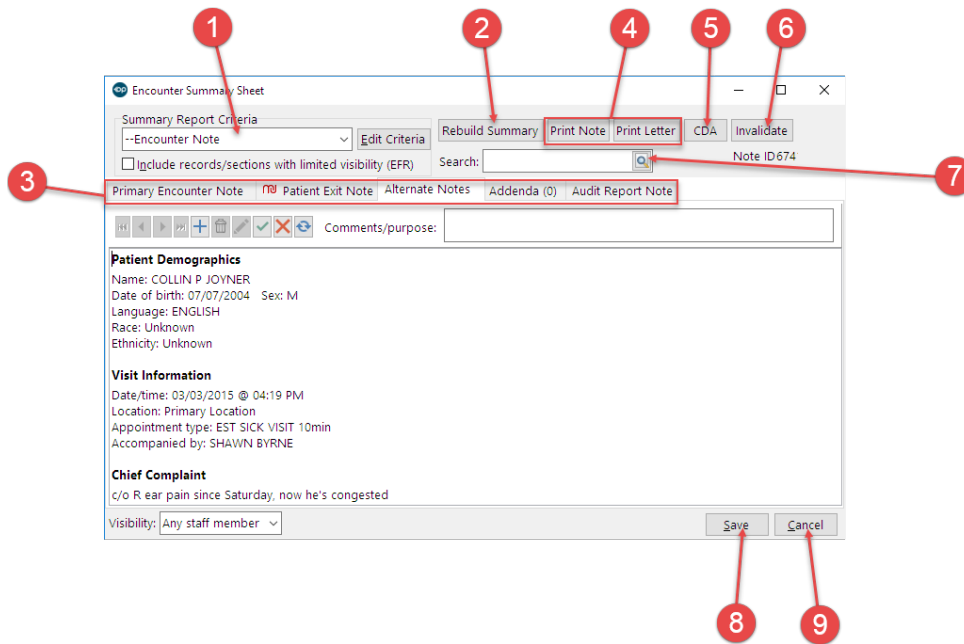


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Encounter Summary Sheet

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Encounters > select encounter > Open Note button

The Encounter Summary Sheet allows you to review finalized encounter notes.



Encounter Summary Sheet Map

Number	Section	Description
1	Summary Report Criteria	The Summary Report Criteria selects created Report Criteria in a drop-down menu. Clicking the Edit Criteria button opens the Report Criteria window, where you can create or edit a criteria set.
2	Rebuild Summary	If you would like to Rebuild the Summary for the Alternate Notes tab, select the Summary Report Criteria using the drop-down arrow in the Summary Report Criteria and then click the Rebuild Summary button.
		The Notes tabs display the Primary Encounter Note, Patient Exit Note, Alternate Notes,

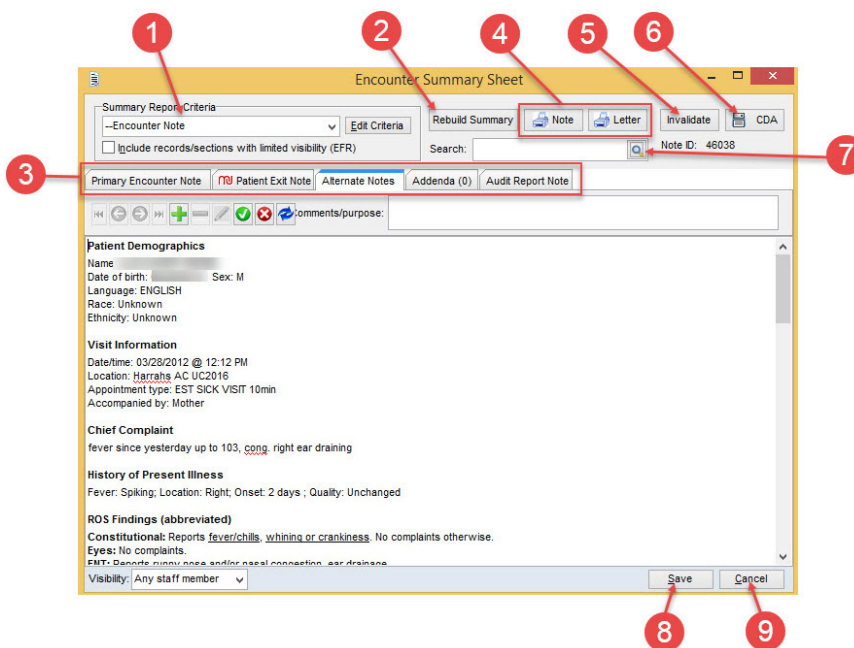
3	Notes Tabs	Addenda, and Audit Report Note for the opened note in the Encounters section of the patient chart.
4	Print buttons	Notes and Letters are printed using the Print Note and Print Letter buttons.
5	CDA button	The CDA button creates a CDA for the selected encounter.
6	Invalidate button	The Invalidate button will invalidate the current note.
7	Search bar	The Search bar is used to locate a specific note.
8	Save button	The Save button saves any changes and closes the form.
9	Cancel button	The Cancel button cancels the form without saving changes.

Version 14.10

About Encounter Summary Sheet

Path: Smart Toolbar > Chart button > Encounters tab > Open Note button

The Encounter Summary Sheet allows you to review finalized encounter notes.



Encounter Summary Sheet Map

Number	Section	Description
1	Summary Report Criteria	The Summary Report Criteria selects created Report Criteria in a dropdown list. Clicking the Edit Criteria button opens the Report Criteria window, where you can create or edit a criteria set.
2	Rebuild Summary	If you would like to Rebuild the Summary for the Alternate Notes tab, select the Summary Report Criteria using the drop down arrow in the Summary Report Criteria and then click Rebuild Summary button.
3	Notes Tabs	The Notes tabs display the Primary Encounter Note, Patient Exit Note, Alternate Notes, Addenda, and Audit Report Note for the opened note in the Encounters tab of the patient

		chart.
4	Print buttons	Notes and Letters are printed using the Print Note and Print Letter buttons.
5	Invalidate button	The Invalidate button will invalidate the current note.
6	CDA button	The CDA button creates a CDA for the selected encounter.
7	Search bar	The Search bar is used to locate a specific note.
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