Patient Encounter: Prior Notes

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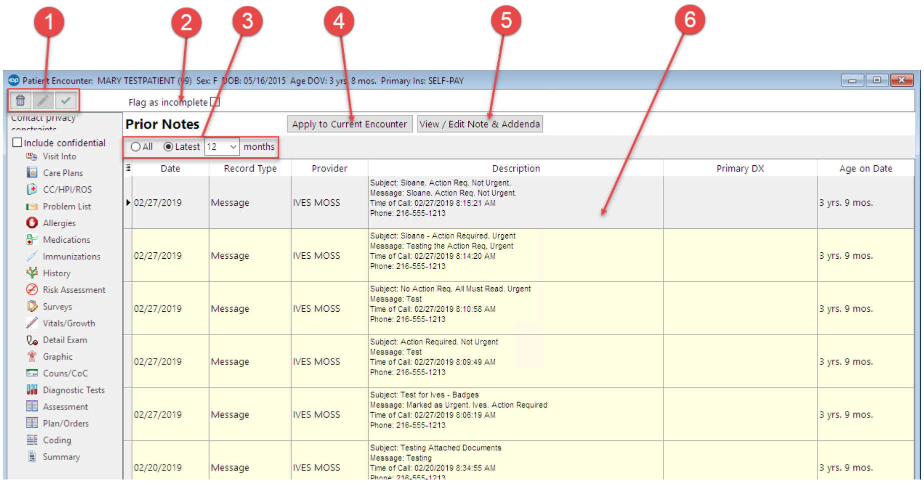
Version 14.19

*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 Patient Encounter: Prior Notes

> **Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Encounter > New or Open Note button > Prior Notes button in various Encounter windows**

The Prior Notes window lists the previous Encounter Notes and messages. Selected notes from the list can be viewed and applied to the current Encounter.



Patient Encounter: Prior Notes Map

Number	Section	Description
1	Encounter Function buttons	The Function buttons delete an entire Encounter Note, edit an Encounter Note, or save an Encounter Note.
2	Flag as Incomplete checkbox	The Flag as Incomplete checkbox marks an Encounter as unfinished.
3	Prior Note Date Range	The Prior Note Date range field determines what previous patient Encounter Notes are displayed in the grid. Selecting **All** displays all the prior notes for the patient.
4	Apply to Current Encounter button	The **Apply to Current Encounter** button opens the **Apply Template Dialog** window to apply selected notes from a previous Encounter to the notes in the current encounter.
5	View/Edit Note & Addenda button	The **View/Edit Note & Addenda** button opens the **Encounter Summary Sheet** for a previous encounter note. You can review the notes from a previous Encounter from this window.
6	Prior Notes grid	The Prior Notes grid displays the previous Encounter Notes and messages based upon the date range and privacy level selected. Double-clicking an Encounter Note in the Prior

		Notes list to open the **Encounter Summary Sheet** for that Encounter Note.

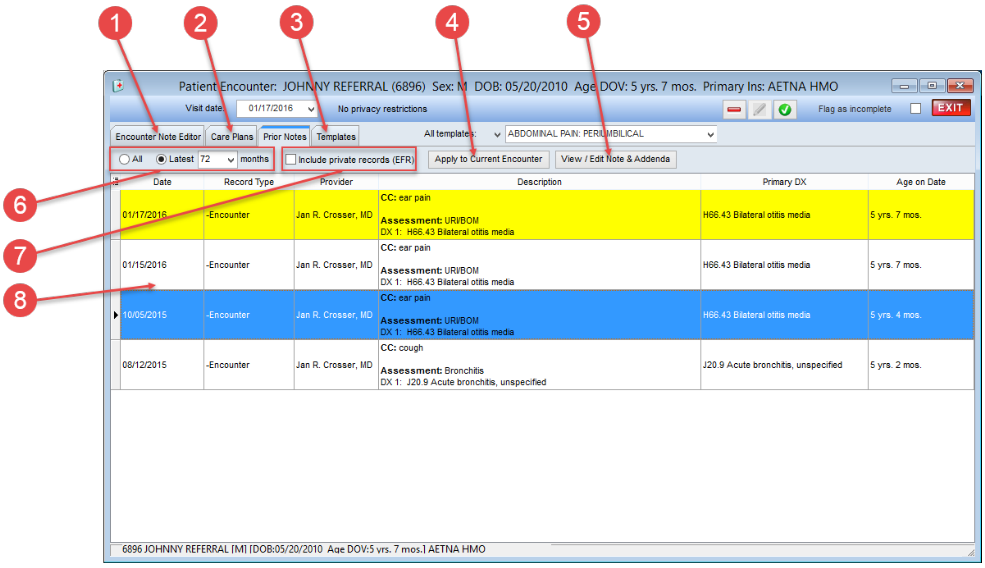
Version 14.10

About Patient Encounter: Prior Notes

> **Path: Smart Toolbar > Chart button > Encounters tab > Open Note > Prior Notes tab**
> **Path: Smart Toolbar > Schedule Button > Encounters tab > Edit button > Prior Notes tab**

The Patient Encounter helps to code and complete an encounter visit. The encounter note encompasses both narrative and comprehensive formats. It also allows you to customize the layout of the note. The note is added to the patient chart.

The Prior Notes tab lists the previous encounter notes and messages. Selected notes from the list can be viewed and applied to the current encounter.



Patient Encounter: Prior Notes Map

Number	Section	Description
1	Encounter Note Editor tabs	The Patient Encounter Note Editor contains the following tabs: • **Visit Info** • **CC/HPI/ROS** • **Problem List** • **Allergy/Rxn** • **Med Review** • **Immunizations** • **History** • **Risk Assesses** • **Surveys** • **Vital Signs** • **Detail Exam** • **Narr Exam** • **Graphic** • **Couns/CoC** • **Diag Tests** • **Assess/Plan**

		• **Coding** • **Summary**
2	Care Plans tab	The **Care Plans** tab lists, prints, and manages care plans for a patient's health maintenance schedule.
3	Templates tab	The **Templates** tab lists the templates that are created, edited, and reviewed in the **Encounter Templates Editor**. Templates are pre-written scenarios you can use in an encounter to document common pediatric diagnoses. Templates include detailed descriptions for the usual pertinent positive and negative findings of a wide variety of illnesses, with a standard assessment, plan and ICD-10 coding. Included with your installation of Office Practicum are Pediatric specific templates.
4	Apply to Current Encounter button	The Apply to Current Encounter opens the **Apply Template Dialog** window to apply selected notes from a previous encounter to the notes in the current encounter.
5	View/Edit Note & Addenda button	The View/Edit Note & Addenda button opens the **Encounter Summary Sheet** for a previous encounter note. You can review the notes from a previous encounter from this window.
6	Prior Note Date Range	The Prior Note Date range field determines what previous patient encounter notes are displayed in the Prior Notes grid based upon the set date range. Select All to display all the prior notes for the patient. Otherwise, select the date range (in months) to determine what encounter notes appear in the Prior Notes grid.
7	Include Private Records (EFR)	The Include Private Records (EFR) checkbox is used to toggle the patient's notes that have **limited visibility**. Select the checkbox to display the patient private encounter notes. Keep the checkbox empty to hide the patient private encounter notes.
8	Prior Notes grid	The Prior Notes grid displays the previous encounter notes and messages based upon the date range and privacy level selected. Double-click an encounter note in the Prior Notes list to open the **Encounter Summary Sheet** for that encounter note.