How to edit a previous encounter



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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

1st Call Pediatrics 📋		Details
FIONA FOLEY	08/26/2022 12:21 PM, EST	
10/10/2020, 1 y 10 m 16 d	Non-Triage Call	
Nurse: Eileen Foley	Abdominal Pain	
Clinician:	Answering Service	

• Click on the edit button on the Visit Details screen

Visit Details		2158804661	Call Patient
		2138804001	
Practice	1st Call Pediatrics		
Call Information			
Call Type:	Non-Triage Call	Disposition:	Answering Service
Date And Time:	08/26/2022 12:21 PM, EST	Reason For Call:	Abdominal Pain
Nurse:	Eileen Foley	Link to Other Calls:	
		Phone Encounter ID:	12821
Patient Information	n		
Patient Name:	Fiona Foley	Caller Name:	
Date of Birth, Age:	10/10/2020 0 m 16 d	Call Back Number:	2158804661
Gender:	Unspecified	Email:	_
Weight:	55 lbs	Copy to Clipboard	uardian

- 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

Triage Nurse Notes	Notes to Practice				
8/26/22, 12:23 PM Eileen Foley: The patient has had abdominal pain for 48 hours.					
New nurse note					
Cancel Save Copy to Clipboard					

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