

## Opening Patient's Chart

Open case by double clicking on the patient's name in the Case Selection Window.

- Patient's name and basic information will display in the patient banner highlighted in blue.

If the case is booked as an emergency using Surgical Case Manager

- You will be prompted to "check in" the patient'
- The nurse **must** ensure the correct encounter type is selected

UCTEST, FNTWO	
<b>Case Information</b>	
Case Number:	PCHOR-2018-332
Primary Surgeon:	Profitt, Allen W. MD
Primary Procedure:	Appendectomy
<b>Encounter Information</b>	
Admission Date:	
Discharge Date:	
Encounter Type:	Emergency
Encounter Status:	Active
Medical Record Number:	324234234
FIN Nbr:	05087847
Facility:	PCH
Room/Bed:	<N/A>/<N/A>
Visit Reason:	test

Do you want to associate this encounter with this case?

Accept Re-select... Person... Cancel

**The encounter number must match the encounter number on the patient's bracelet.**

**Note wrong encounters occur if:**

- **Registration Issue** – Registration clerk has registered patient to the wrong location. (Registration can fix this)
- **OR procedure booked to wrong encounter** (hospital visit)- Booking needs to fix this. If the Booking Clerk is not available call Service Centre and have the issue escalated to CIS staff, so they can deal with the issue immediately

If the wrong encounter is selected, click on the Re-select button

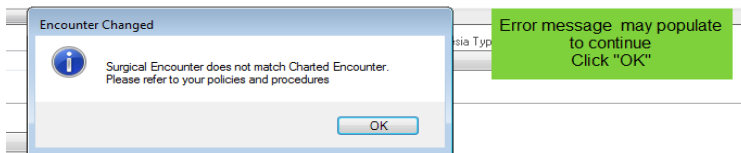
ZZTEST, PATIENT TWELVE	
<b>Case Information</b>	
Case Number:	QEHOR-2018-1757
Primary Surgeon:	Bannon, David J. MD
Primary Procedure:	Cholecystectomy Exp CBD Op Cholangiogram
<b>Encounter Information</b>	
Admission Date:	2018-Feb-20
Discharge Date:	
Encounter Type:	Pharmacy
Encounter Status:	Active
Medical Record Number:	888000574
FIN Nbr:	05087765
Facility:	QEH
Room/Bed:	<N/A>/<N/A>
Visit Reason:	TEST

Do you want to associate this encounter with this case?

Accept Re-select... Person... Cancel

FIN NBR	Enc Type	Enc Type(s)	Med Service	Facility	Reg Date	Disch Date	Removal Date
03393287	Specimen		Lab	KCMH	2014-Dec-11 09:56	2014-Dec-11 23:59	
03374845	Specimen		Lab	QEH	2014-Nov-28 11:38	2014-Nov-28 23:59	
03342163				QEH	2014-Nov-05 13:35	2014-Nov-05 23:59	
03319456				QEH	2014-Oct-21 14:05	2014-Oct-21 20:03	
03313261				QEH	2014-Oct-16 11:29	2014-Oct-16 23:59	
03156587				QEH	2014-Jun-27 14:49	2014-Jun-27 23:59	
02689525	Inpatient		General Medicine	QEH	2013-Jul-15 15:15	2013-Sep-05 13:54	
02627035	Specimen		Lab	QEH	2013-Jun-14 13:07	2013-Jun-14 23:59	
0225410	Specimen		Lab	CHD	2013-Jun-13 14:27	2013-Jun-13 23:59	
02589565	AMB/OP		Nursing/Physician Case Suite	WH	2013-May-17 12:07	2013-May-17 23:59	
02541846	Specimen		Lab	PCH	2013-Apr-19 09:09	2013-Apr-19 23:59	
02422218	Specimen		Pathology	QEH	2013-Jan-24 09:06	2013-Jan-24 23:59	
02389443	AMB/OP		Lab	QEH	2013-Jan-02 15:37	2013-Jan-02 23:59	
03213254	Preadmit		Transcribed Document	QEH			
03367640	Preadmit		District/Provincial Stroke Rehab	PCH			
04897000	Emergency		Emergency Medicine	QEH			
04897029	Emergency		Emergency Medicine	QEH			
04897048	Emergency		Emergency Medicine	QEH			
02687573	Preadmit		Surgey General	PCH			

After clicking Ok, a screen will populate with the following information. This message means the encounter was successfully changed. Click OK

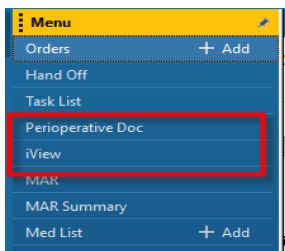


When the chart opens:

- The banner bar contains the encounter number



- The Menu bar (Navigator bar) has two additional tabs specific for Surgical Services



The Perioperative Doc tab contains all document types associated with this case.

