# 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



**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

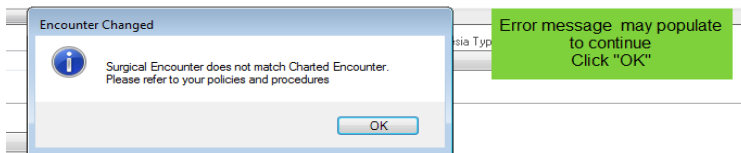If the wrong encounter is selected, click on the Re-select button

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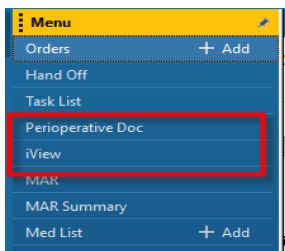


When the chart opens:

- The banner bar contains the encounter number



| Age:73 years | Sex:Male | Loc:LAB QEH | ARO: |
| DOB:1944-May-19 | MRN:888000849 | ** Allergies Not Recorded ** | ENC:05087900 |

- 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.