Opening Patient's Chart

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

- Your 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 should ensure the correct encounter type is selected

If the wrong encounter is selected you need to click on the Re-select button

The encounter number should match the encounter number on the patient's bracelet.
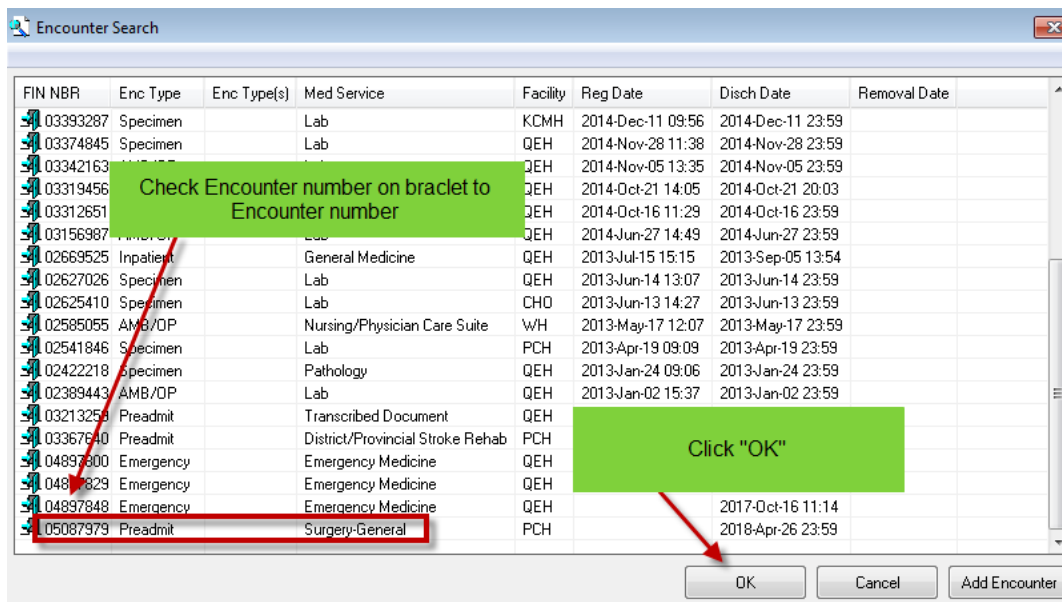
After you have clicked Ok, a screen may populate with the following information. This message means the encounter was successfully changed. Click OK
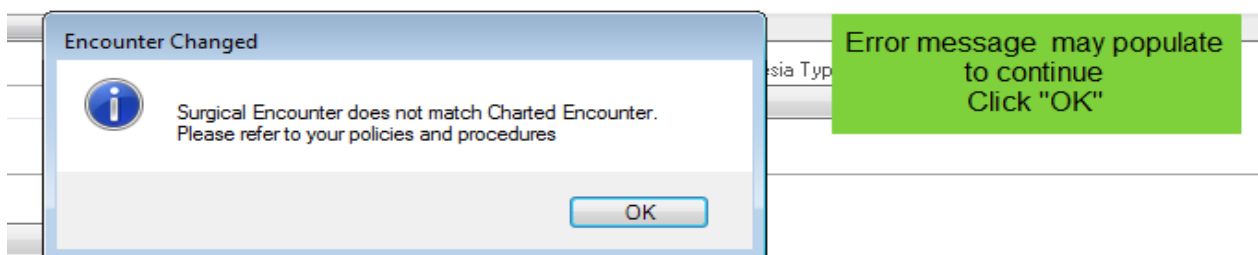

Note:

- **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

When the chart opens you will see two differences

- The banner bar contains the encounter number

- The Menu bar(Navigator bar) has two additional tabs specific for   Surgical Services
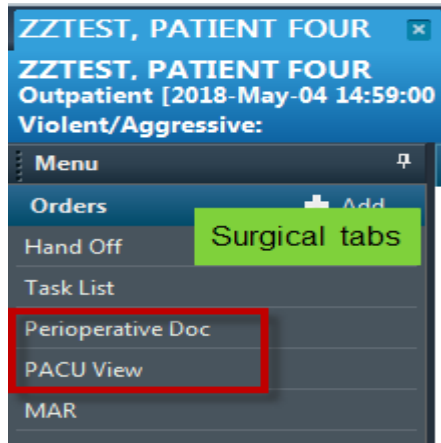
The Perioperative Doc tab contains all document types associated with this case.