



CHEAT SHEET

Check you have the correct encounter

ATTENTION PLEASE

All clinical staff documenting in the ieMR

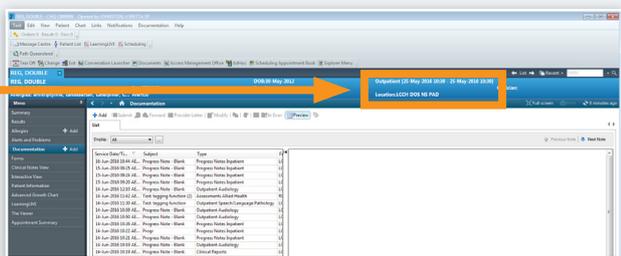
Read on...

A patient encounter is specific to a particular episode of care. For example, an episode of care might be an emergency visit, an inpatient admission, an outpatient appointment or pre-arrival documentation.

Selecting the correct encounter is vital for patient safety and is particularly important when ordering medications, pathology and medical imaging for the patient.

Where to check the encounter

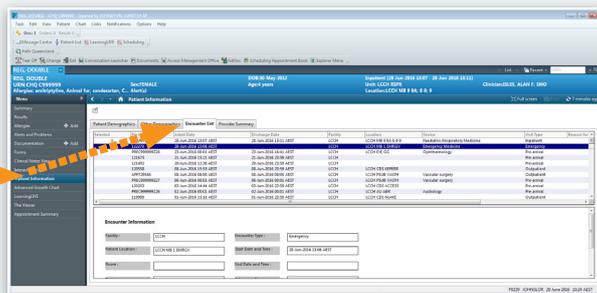
- 1 The encounter details are located in the blue patient banner bar at the top of the screen.



- 2 Check the encounter type. Does this match the episode of care?
- 3 Check the CHQ location code. Is it displaying the correct facility? Is it displaying the correct area within the facility?

Incorrect encounter? Here's how to change it:

- 1 Go to the Patient Information tab in the left hand menu
Go to the Encounter List tab



- 2 Find the correct encounter from the list
Double click on the encounter to change it
You will see the encounter details update in the blue patient banner bar

- Do take immediate action to rectify an error if documentation is against the wrong encounter
- Do use a patient location list when opening a record for documentation, as it always takes you to the current CHQ encounter

- Do Not choose another facility's encounter
- Do Not use a custom list or recent list when opening a record for documentation, as it does not always take you to the current CHQ encounter

How this helps

- supports patient safety
- ensures accurate Activity Based Funding
- important for medico-legal reasons and release of information
- key to easily finding clinical notes when searching under 'encounter type'

Questions, or want more info? The ieMR team is here to help!

3068 1999 | CHQ_digitalfuture@health.qld.gov.au

