ACIS: How To Change Encounters in a Patient's Chart

When you open a patient's chart, you are only looking at one "Encounter" (i.e. visit) at a time. The **Quick View**, **Lab Results**, **Radiology**, **All Results**, **Documents/Reports**, **Discharge Documents** and **Facesheet** tabs have a default search criteria that is based off of the encounter you have selected (unless you have changed your defaults). In order to view information from a different encounter, you may need to switch the chart to that encounter.

To change encounters from within a patient's chart:

- 1. Login to **PowerChart** and open the patient's chart you would like to view.
- 2. On the yellow Demographic Bar, there is a Loc: field that tells you where the patient is located. This field is a "link" to the patient's visit list which shows all of the patient's visits (or encounters). Single click on the Loc: field. This will open the **Custom Information** window.

EHSTRAINDOC, OPAL D - 262759 Opened by FHSPC101, Iask Edit View Time Scale Options Help in the + → 200 200 in the Image Im	5)H 19 🖴 🌿 🛛 As Of 9:30 PST 🛛 🚋 🚺	Click on Loc: field for a list of Encounters	
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change the chart to.	Facility Visit Type Location	Admit Date	change to.
A message box will open	FSC SCH Emergency FSC ED 8/29/200 FSC SCH Inpatient FSC PCS 2206 01 8/25/200	06 14:13:00 PDT 8/29/	2006 13:32:00
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button to confirm.	Nurse Unit: FSC ED	024100350	
Click on the OK button.	Room:		
Look on the yellow			
Demographic Bar to			
contirm that the chart was			Cancel
encounter.	1		

Tlp: The encounter can also be changed by going to the **Patient Information** tab, then clicking on the **Visit List** tab. Then complete steps 3 & 4 to switch the chart to a different encounter.