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Policy: Creating New Encounter

As with any Electronic Medical Records software there is few different ways to create New Encounter for the patient.

To enter new encounter in EHR appropriately that is a billable encounter that would show in EPM please take these steps:

- Click on Nextgen Icon which will bring **Nextgen Application Launcher**
- Log into EHR with your credentials
- At the top of the screen click on **Patient** which will bring **Patient Lookup** screen
- Enter few letters of patient's Last Name and First Name and click **Find**
- Make sure to verify Patient Date of Birth as well to make sure you have the right one
- Now that you are in **Patient Chart** under **Patient History** click on yellow folder **New**
- Above step creates **Date and Time** of the newly created **Encounter**
- Right click on the date of the encounter and click on **Properties**
- **Encounter Maintenance** screen shows up
- Make sure to enter **Referring** doctor
- Also verify **Location** whether is **Geetha M Reddy SC** which is Libertyville Office or **Gurnee Office**
- In the **Encounter Types** box by default we will have **Clinical** marked however if the encounter needs to have charges entered in **EPM** for billing purposes it is crucial to click on the drop-down arrow and additionally put check mark by **Billable** so it appears in EPM for billing and tracking of undone reports

This method will not add Patient into the schedule for tracking purposes all steps have to be taken as described above.

For creating encounter in EPM with adding patient into the schedule and showing this encounter in EHR please refer to additional policy.