Geetha M. Reddy, MD, FACC

Procedure: Deleting an Encounter

- 1. Ensure Insurance is removed, and the patient is listed as self-pay
- Under the date of service, go to appointment schedule and clear the encounter see the screen display below:

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Lookup	ApptList ApptBook Chart Account Encounter Posting Claims	Bill Stimits Letters Charges Edits MailBox Worklog EDI File Reports EHR ICS Dashboard Practice	
₽ S	Event/Event Chain Duration	Middle Birth Date Age Sex	F I-
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	Vr Reddy 2012 (5 min) Echocardiogram Schedule (5 min)	City State Zip	ecal.
	Nuclear Stress Test (5 min)	Waukegan IL (Illir 🗾 60085-	Waitin
7:00	Geetha M Reddy SC	LAKE V USA V	
7:10	Description	Evening Phone Ext Comments	유
7:20	Details	Work/Dav Phone Ext Comments	Ins/D
7:30	LCHD/ will fax records and ref		8 ×
7:40	Procedure with Resident I Confirmed	Race Language Hispanic Spanish	ask f
7:50	Appointment Kept	Religion Church	
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8:05	Confirmation Message Reason For Visit	Rendering Physician	
8:15	Authorization Referral Ne Type of Insurance	Reddy MD, Geetha	A A
8:25 8:30		Trauscht MD, Ann	
8:35 8:40		Encounter Number Date	
8:45		Case Description Date Open Existing Encounters	
8:55		Clear Encounter	
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3. Go back to encounter and under the General tab -> Encounter Information icon - choose the delete option.