How Do I Close My Open Encounters

Log into clinical care station and then select Encounter Management by clicking on this icon, then:
1. Enter the date
2. Click show only Open Encounters
3. Click all patients
4. Enter your name
5. Enter your unit
6. Click on the green retrieve arrow
7. Highlight the open encounter
8. Click on close selected encounter

TIPS: Do not enter a visit id or the patient's last name.

Closing admission assessment and checklists can only be done in careglance or patient selection.
1. Check ignore dates
2. Enter patient locator either visit id, name etc
3. Change your unit to the unit you were working on
4. Go to assessments and select pre procedure
5. Complete your checklist and close it.