

# **TIP SHEET** HOSPITAL INFORMATION SYSTEM (HIS)

# MOVE ENCOUNTER

Encounter is registered to the wrong person

Login using AppBar, Click Combine

#### **Click Move Encounter**

🐨 Combine - Main Menu Х Manage Match Queue 📄 Manage Batch Queue Lombine Persons Uncombine Persons Combine Encounters Uncombine Encounters Nove Encounter Manage Aliases Modify Person 💩 Manage Patient Sensitivity 🔒 View Locks View Reports 📄 View Log Minimize Help X Exit









#### In Person Field, enter Patient Name and press Enter

Move Encounter	— 🗆 X
Person (enter name or id):	Encounter (enter person name or encounter id):
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Prese Detaile	Franciska Datailar
Person Details:	Encounter Details:
biskim/c3076	Move

# Select person who should receive the encounter in question

Person Search    Werson Search       Health Card Number:    Image:       Image:       Image:       MRN       Person Search       Mink:       Image:       Mink:       Image:       Mink:  Mink:      Birth Date (DD-MMM-YYYY):           <	1	Move Encounter		_					_	×
Health Card Number:       Inth       Patient Name       Health Card Number       VC       Sex       Birth Date (DD-MMM-YYYY)       Age       Deceased?         Last Name:       inthoxe       Systemtesting       First Name:       First Name:       First Name:       No         MRN:       Birth Date (DD-MMM-YYYY)       Systemtesting       Systemtesting       First Name:       No         Birth Date (DD-MMM-YYYY):       Systemtesting       First Name:       No       No       No         Birth Date (DD-MMM-YYYY):       Systemtesting       First Name:       No       No       No         Birth Date (DD-MMM-YYYY):       Systemtesting	-	Rerson Search								×
Health Card Number:       VC       Sex       Birth Date (DD-MMM-YYYY)       Age       Deceased?         Last Name:       intosolo 10; 11001170       SYSTEMTESTING, HIMTWO       3636-363-636       Female       26/Jul/1999       25 Years       No         First Name:       himtwo       MRN       Sex       Female       26/Jul/1999       25 Years       No         Birth Date (DD-MMM-YYY);       Sey       Sex       <			-							
V       International (10011/20)       SYSTEMTESTING, HIMTWO       3636-363-636       Female       26/Jul/1999       25 Years       No         Last Name:       Systemtesting       First Name:       First Name:	-	Health Card Number:	MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
Last Name: systemtesting First Name: himtwo MRN: Bith Date (DD-MMM-YYYY): ************************************	l	· · ·	11054016; 11001170	SYSTEMTESTING, HIMTWO	3636-363-636		Female	26/Jul/1999	25 Years	No
systemtesting         First Name:         himtwo         MRN:         Birth Date (DD-MMM-YYYY):         ************************************	l	Last Name:								
First Name:         him/wo         MRN:         Birth Date (DD-MMM-YYYY):         ************************************	l	systemtesting								
himtwo       MR:       Birth Date (DD-MMM-YYYY):       ************************************	l	First Name:								
MRN:       Bith Date (DD-MMM-YYYY):       ************************************	l	himtwo								
Birth Date (DD-MMM-YYYY):       **/****       \$ex       Sex:          FIN:       Phone Number:       Deceased?:       ✓       Search       Reset	l	MRN:								
Birth Date (DD-MMM-YYYY):  i ***********************************	l									
Improve     Improve       Sex:     Improve       Sex:     Improve       File:     Improve       Phone Number:     Improve       Deceased?:     Improve       Improve     Improve       Search     Reset	l	Birth Date (DD-MMM-YYYY):								
So: FIN: Phone Number: Deceased?: Search Reset	l	**/***/****								I
✓       FiN:       Phone Number:       Deceased?:       Occased?:       ✓       Search       Reset	l	Sex:								
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OK Cancel Preview	l							OK Ca	incel	Preview

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#### In the Encounter Field, enter Patient Name and press Enter

(e	nter name or id):			Encounter (enter person name or encounter id):	
			۵.		
De	etails:			Encounter Details:	
	Item	Person A			
	Name	SYSTEMTESTING, HIMTWO			
	Birth Date	1999-Jul-26			
	Administrative Sex	Female			
	Birth Sex	Female			
	Address	36 page circle			
	City	port colborne			
	State	Ontario			
	Postal Code	L3N7V0			
	Phone	(905)626-2626			
	Health Plans	Select Plans			
	Health Plan	OUT OF COUNTRY			
	Primary	Yes			
	ID	19560812			
	MRN(Niagara Health MRN)	11001170			
	MRN(Niagara Health MRN)	11054016			
	Community Medical Record Number(CMRN)	100000531			
	Health Card Number(Ontario Health Card Number)	3636-363-636			
	Authenticated	Yes			
	Last Update	2024-Nov-07 14:40 PM			
	Updated By	BISKIM			
	Personnel	No			
	Ethnic Group	Canadian			
	Language	English			
	Order Count	418			

#### Select the encounter that needs to be moved and click OK

ame:	Name	F	Pronouns	SSN	MRN			Sex	Birth Date	
/stemtest,him	SYSTEMTESTING, HIMTV	vo s	She/Her		11054016; 1	1001170		Female	26/Jul/1999	
PN:	SYSTEMTESTING, HIMON	IE S	She/Her		11054013; 1	1001169		Female	26/Jun/199	9
nn.	SYSTEMTEST, HIMTWO Z	ZZ 🖇	She/Her		11000701			Female	01/Jan/200	0
	SYSTEMTEST, HIMTWO Z	ZZ			11001365			Female	01/Apr/200	)
N:	SYSTEMTEST, HIMTEN Z	ZZ ł	He/Him		11001249			Male	11/Mar/198	9
	SYSTEMTEST, HIMSIX ZZ	Z S	She/Her		11000699			Female	01/Jan/200	1
	SYSTEMTEST, HIMSEVEN	V ZZZ	She/Her		11000700			Female	01/Jan/200	2
th Date:	SYSTEMTEST, HIMONE Z	ZZ			11001205; 1	1000222; 88000013; 8	8000009; 11000052	Female	10/Oct/199	)
***/****	SYSTEMTEST, HIMNINE 2	ZZZ ł	He/Him	XXXXX5356	11001435			Male	20/Apr/198	9
v-	SYSTEMTEST, HIMFOUR	ZZZ S	She/Her		11001240; 1	1001221; 11000696		Female	26/Sep/197	8
	SYSTEMTEST, HIMFIVE Z	ZZ S	She/Her		11000698			Female	01/Jan/200	0
~	SYSTEMTEST. HIMEIGHT	ZZZ (	Do not know		11001304			Male	25/Mav/199	10
E.	<									
	FIN	Enc Type	Enc Type	(s) Med Serv	ice Facility	Reg Date	Disch Date	Remov	al Date	
	22-005125; (22-005124)	Inpatient		Cardiolog	y NFS	2024-Sep-23 16:13	2024-Sep-23 16:20			
Search Reset	22-001401	Inpatient		Critical Ca	re SCS	2024-Mar-15 14:02	2024-Mar-15 14:21			
	22-001400	Inpatient		Critical Ca	re SCS	2024-Mar-15 13:44	2024-Mar-15 14:18			

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### Perform the encounter move by selecting "Move"

(enter name of id).	]		ounter (enter person name or encounter	la).	
Details:		Enco	ounter Details:		
Item	Person A		Item	Value	
Name	SYSTEMTESTING, HIMTWO		Person ID	18082906	
Birth Date	1999-Jul-26	2	Name	SYSTEMTEST, HIMSEVEN ZZZ	
Administrative Sex	Female		Administrative Sex	Female	
Birth Sex	Female		Birth Sex	Female	
Address	36 page circle		Birth Date	2002-Jan-01	
City	port colborne		MRN	11000700	
State	Ontario		Community Medical Record Number	10000049	
Postal Code	L3N7V0		Encounter ID	101241556	
Phone	(905)626-2626		FIN	22-000896	
Health Plans	Select Plans		Encounter Type	Emergency	
Health Plan	OUT OF COUNTRY		Encounter Class	Emergency	
Primary	Yes		Reg Date	2024-Apr-26 11:31 AM	
ID	19560812		Visit Reason	PAIN	
MRN(Niagara Health MRN)	11001170		Disch Date	2024-Apr-26 11:59 AM	
MRN(Niagara Health MRN)	11054016		Authenticated	Yes	
Community Medical Record Number(CMRN)	100000531		Last Update	2024-Apr-26 11:59 AM	
Health Card Number(Ontario Health Card Number)	3636-363-636		Updated By	NHSEDRN07	
Authenticated	Yes				
Last Update	2024-Nov-07 14:40 PM				
Updated By	BISKIM				
Personnel	No				
Ethnic Group	Canadian				
Language	English				
Order Count	418				

### **Click Yes to confirm**

Move Encounter ×
Are you sure you want to move this encounter?

 Yes
 No

## Click OK

Move Successful	Х
The encounter was successfully moved.	
Do not show me this message again	
ок	

### **Click Close**

\*Note: if the encounter should not have been moved, repeat process to move encounter back to original person



