

## Backdate

Last Modified on 30/10/2024 3:32 pm AEDT

Backdate an encounter up to 7 days to allow sufficient time to catch up on home or weekend visits. The 7-day limit is imposed for medico-legal reasons and should provide sufficient time. Any changes to an encounter will create an **Audit Note** in the **History** view.

To backdate an encounter:

- 1. Go to Zedmed's Reception tab.
- 2. Select Clinical Records.

The Zedmed Clinical console will open.

3. Start an encounter with the patient.

For a detailed explanation of how to do this, see the Start an encounter article.

When the encounter starts, the Current Encounter pane will open and display the clinical modules.

4. Select **Backdate** from the **Current Encounter** menu.



The Start Date dialog will open.

5. Select a date up to 7 days earlier.

Choosing a date that is more than 7 days earlier will result in an error message.

6. Select **OK** to save and exit.

Current Encounter - Duration: 00:05:14	
Problems Drugs Observations Referrals Immunisations Allergies Diagrams Ten	nplates Pregnancy Calculators
Undefined Problem	Start Date X
	Date RFEs Management Plan
	▲         October 2024         ▶           Mon         Tue         Wed         Thu         Fri         Sat         Sun           30         1         2         3         4         5         6           7         8         9         10         11         12         13           14         15         16         17         18         19         20           21         22         23         24         25         26         27           28         29         30         31         1         2         3
History View	4 5 6 7 8 9 10 Today: 4/10/2024
<ul> <li>⇒ 1 2 3 7 ⊕ 0 C Search History Billing Visible: All Consultation</li> <li>02/10/2024 (Wed) 2:54pm with Dr Phillip Davis at MED, for 0m 4 Headache H</li> </ul>	Time

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