

# 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**.

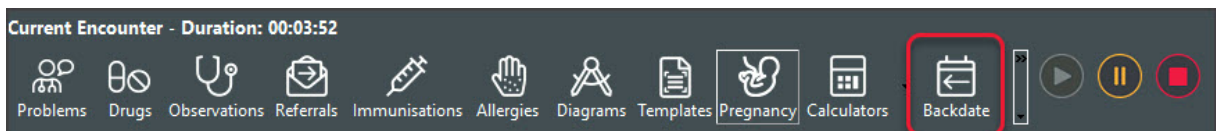
The **Zedmed Clinical** console will open.

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.

