

Start and finish an encounter

Last Modified on 21/11/2024 9:25 am AEDT

Reception staff Attend all appointments for the specialists as outlined in this guide.

Starting an encounter

1. Open Clinical Records
2. Select **Waiting Room** from the top menu.
3. Double-click your next patient.

The encounter will automatically start.

4. Record information and prescribe medications.

Closing an encounter

1. Select the red **Stop** button on the top right.

The billing wizard will automatically open.

2. Complete the billing information by selecting /searching for item numbers to bill.
3. Add any **Attendance Notes** or **Special Instructions**.
4. Select **Close**.

The invoice information will go to reception, and you can Admit the next patient
