

Please post this communication within your Department/Unit.

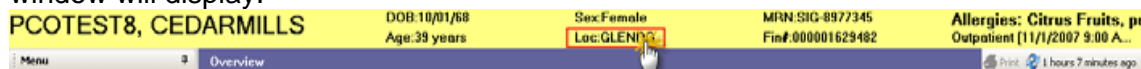
Choose Correct Location:

- ❖ In addition to making sure you are choosing the correct patient encounter, please also make sure the patient **location** is correct.

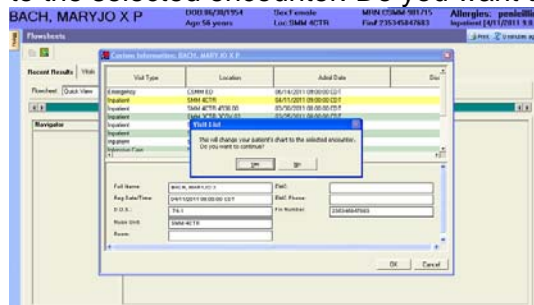
Once the patient's record is open, make sure the correct encounter and location is listed in the banner bar.



Open a patient record. On the Patient Banner, click the LOC and a Custom Information window will display.

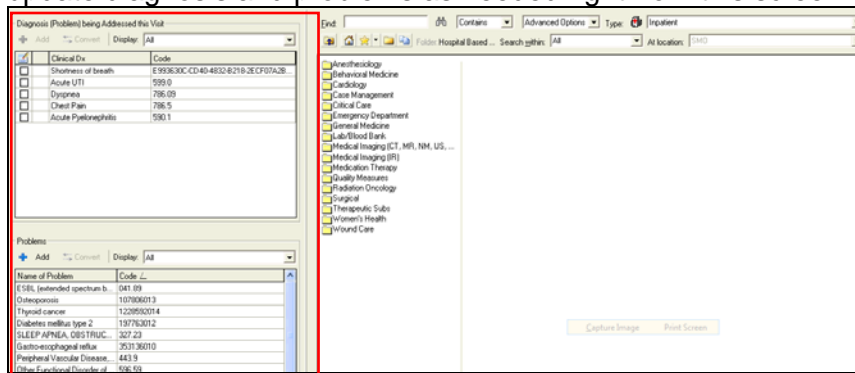


Scroll up or down the list to select the appropriate location for the patient. Double-click on the encounter. A visit list window will display and ask, "This will change your patient's record to the selected encounter. Do you want to continue?" Click **Yes**.



Add Order Screen:

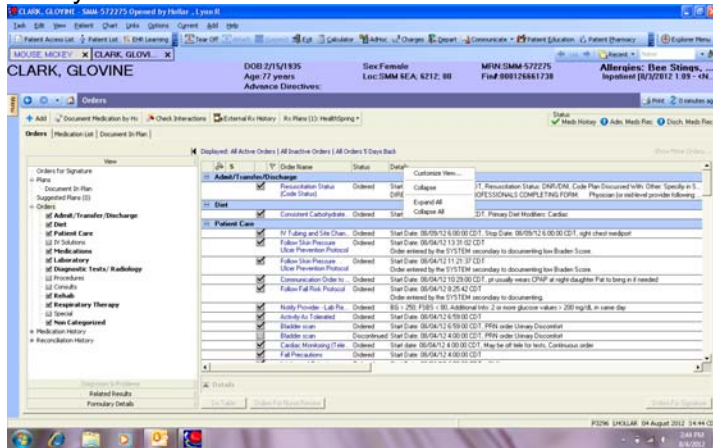
The Add Order screen now also includes Diagnosis and Problems on the left side. This is meant as a guide for providers when entering orders and also a quick way for providers to update diagnosis and problems as needed right from this screen.



New Patient Access, New Processes, New Geography, New Ways to Engage

Customize the Orders Screen for Providers and Clinicians

To customize the view of the Orders screen, click on **Orders** tab from VenueMenu. Right click on any order line and select **Customize View** from the dropdown menu



Customize View box displays. Columns on left are **available** columns. Columns on right are currently **selected** columns. For more details, see the full job aid on the EHR Intranet Site.

