

Charting on Split Encounters

A patient sometimes has to be discharged and re-entered in RegADT, though the patient has not left the hospital. This changes the encounter in ORCA. When Patient Placement calls the unit the nurse will:

Old Encounter

1. Finish charting administered **medications** on the original encounter (other charting can be continued on new encounter)
2. Remove the patient from your **PAL/Custom List**
3. Call Patient Placement at 744-3932 and give the OK to proceed

Patient Placement will discharge old encounter, create the new one and ask pharmacy to change meds to the new encounter.

New Encounter

1. Wait about 30 minutes to add the patient back onto your **Custom List** and **PAL** and open the patient chart
2. To verify that the encounter is correct, check med tasks in **Med Admin**.
The encounter in the demographics bar should say **<No - Discharge date>**
3. Rely on the **Med Admin Sum** to view last dose given for routine and PRN meds and determine if the timing of the next dose is appropriate. Discontinued orders show in gray and current orders show in blue.

Location: H-3E; E313-; 01 ** No Known Allergies **
Inpatient [08/18/2008 23:12 - **<No - Discharge date>**]

Tasks

1. New patient care tasks will fire with the new encounter. The Braden and Fall Risk can be charted **Chart Not Done – Task Duplication** if they have already been completed that day.
2. A new Admission History will fire and needs to be addressed. Some of the information will copy forward.
 - a. Open the new **Admission History** from the **PAL** or **Task List**
 - b. Complete the **Admit Information** page. Enter a comment to “See Admission Hx on original encounter for more info”
 - c. Click on the following sections to trigger the copy forward function; **General Information, Pertinent PMH, Event/Procedure** and **Substance Use**. Verify information.

Note: If the Admission History was not completed on the previous encounter, complete it on this encounter.

- d. Click the last section, **Discharge Needs**, and select **Yes** to indicate the Patient History form is complete
- e. **Sign**