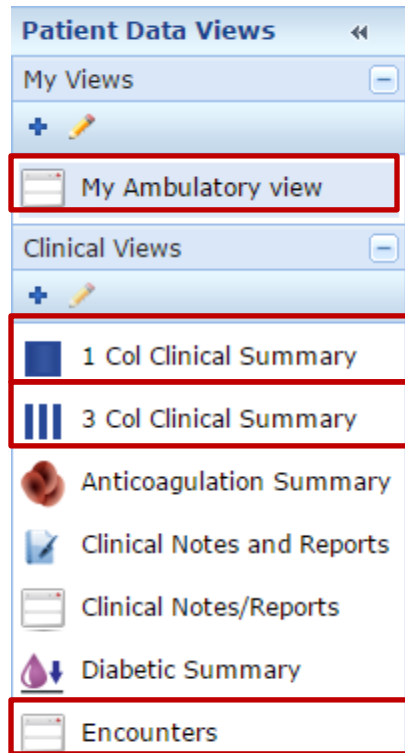


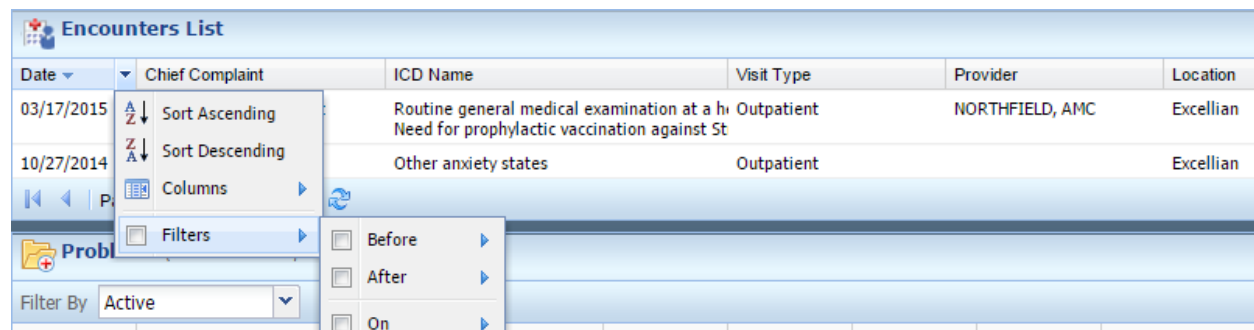
Encounters List

1. The Encounters List can be accessed through the 1 Column or 3 Column Clinical Summary, the Encounters View, or your personal view if you created one with the Encounters List component included.



2. The Encounters List columns are Date, Chief Complaint, ICD Name, Visit Type, Provider, and Location by default.

3. User preferences can be set for sorting each column and filtering. Hover your cursor over the column header and click the drop down arrow for the menu.



4. The Encounters List component will show 10 items per page. The total number of results will show up on the bottom right of the component. Use the paging controls in the bottom left of the component to move through each page.



5. To hide or show available columns, click the gear icon on the right side of the Encounters List header.

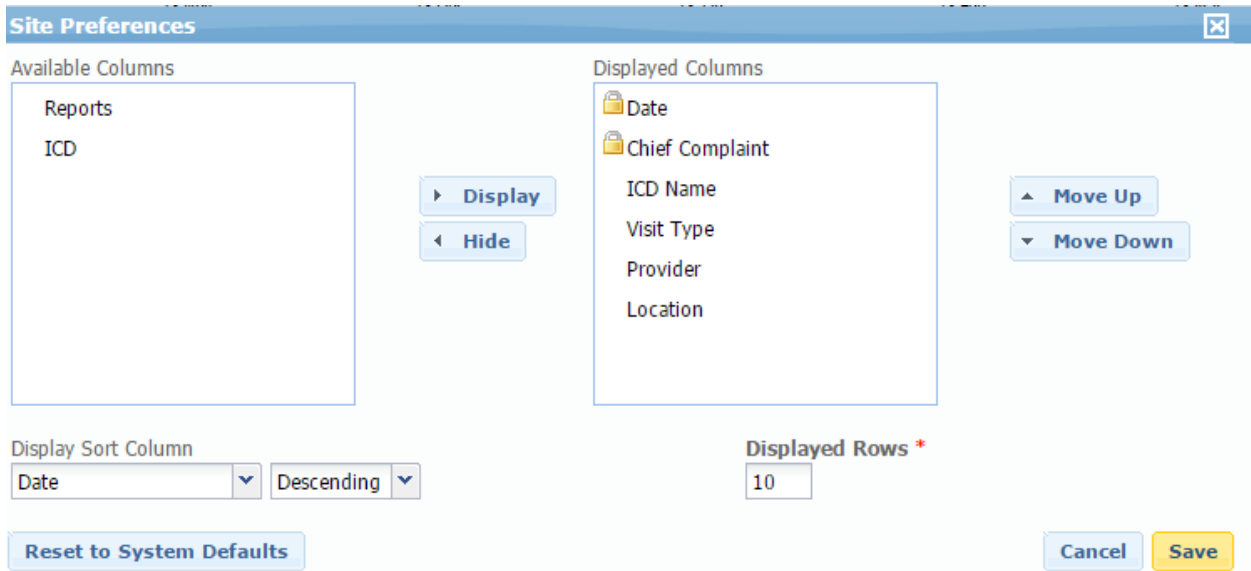


6. The User Preferences dialog box opens.

7. To add any available columns, select it and click the Display button. To hide, select the desired column in Displayed columns and click Hide. Columns with a lock icon are unable to be hidden.

8. To reset to the System Defaults, click Reset to System Defaults in the lower left corner.

9. Click Save when finished.



Note: If you make changes to a component such as Encounter List in one view and you would like to apply it to all views, you will have to go into each view and make the appropriate changes. For example, if you make changes to Encounters List in the 1 Column Clinical View and you want those changes to apply to Encounters List in your personal view or the Encounters View, you will have to go into those views and make the changes again. This applies to all components.