

The screenshot displays a medical software interface for an encounter page. At the top, the window title is "VHN v. 11.2 - FORSYTH - # 97656". The main header area includes a "Choose Workflow" dropdown menu with "STD Visit Female" and "STD Visit Male" options, a yellow arrow pointing to it, and a "Check" button. Below this, the "Encounter Type" is set to "STD", the "Reason for Visit" is "STD SCREENING", and the "Date" is "05/06/2014". The "Task List Items For" section shows "IMATEST" with "Due" and "Overdue" buttons. The "Encounter Note" section has "Go To Construct Mode" and "Final Edit/Sign" buttons. The "Patient Summary" sidebar on the left lists categories like Allergies, Problems, Meds, Labs, Radiology, E-charts, Prior Encounters, and Vitals. The main content area displays the patient's name "IMATEST Patient #: 97656 Date of Service: 05/06/2014" and the address "FORSYTH BOARD OF HEALTH, 428 CANTON HIGHWAY, CUMMING, GEORGIA 30040-2002, Phone: 770-781-6900 Fax: 770-781-6929". The interface also shows sections for Subjective, Chief Complaint, Objective, Assessment, Plan, and Overview. The bottom status bar indicates "STD Visit Female" and "1 note from 01/08/2009 for this program(s)".

From Encounter Page choose appropriate **Encounter Workflow** .

VHN v. 11.2 - FORSYTH - # 97656 IMA TEST- DOB 01/05/1985 123-45-6789 Scale 100% \*ALERTS\*

Choose Workflow

Encounter Type: **STD** Reason for Visit: **STD SCREENING** Task List Items For: **IMA TEST**

Date: 05/06/2014 Status: OPEN

Hide Workflow Encounter Note Go To Construct Mode Final Edit/Sign

STD Visit Female Workflow

- STD Female
- Enter Vitals **Charting Form**
- Allergies
- Review Problem List
- Encounter Info
- Office Visit
- Procedures
- Education
- Order Labs
- Review Lab Results
- Order Meds
- Review Meds
- Order Referral
- Order Appt
- Review Task List
- Sign Encounter

Patient Summary

- Allergies
- Problems
- Meds
- Labs
- Radiology
- E-charts
- Prior Encounters
- Vitals

FORSYTH BOARD OF HEALTH  
428 CANTON HIGHWAY  
CUMMING, GEORGIA 30040-2002  
Phone: 770-781-6900 Fax: 770-781-6929

Name: IMA TEST Patient #: 97656 Date of Service: 05/06/2014

Subjective  
Chief Complaint  
STD SCREENING

Objective

Assesment

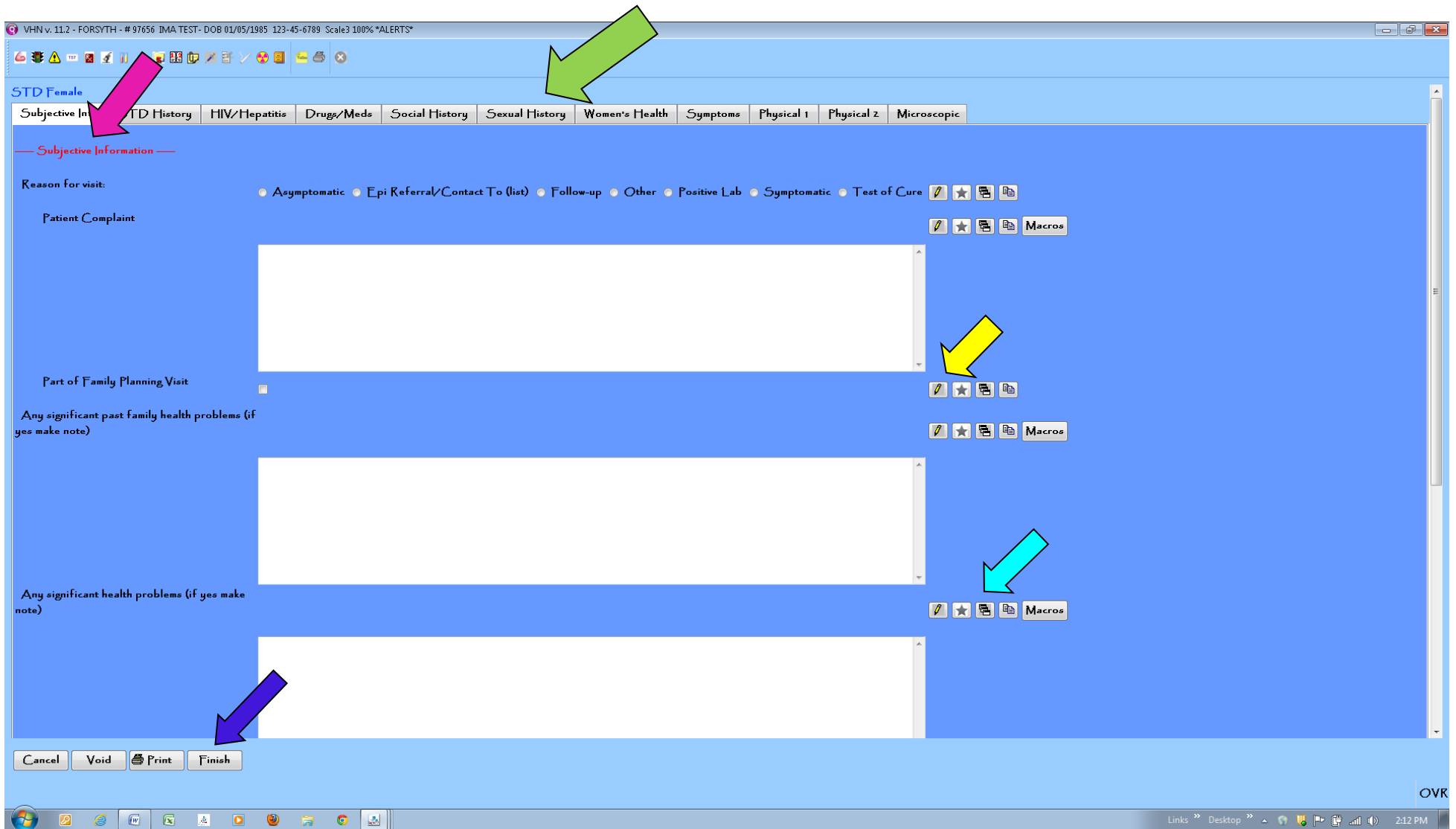
Plan

Overview

1 note from 01/08/2009 for this program(s)

Links Desktop 1:56 PM

Your **Encounter workflow** should look like this, as you begin to go down the list of items they will check green. You may not need/use every task; they simply serve as reminders or shortcuts. The very first item is the **E-Chart** (formally known as the gold sheet). The **E-chart** would be filled out with a new visit/new problem. If the visit is a follow-up visit for treatment/results within a short time frame, then a new e-chart doesn't need to be filled out, only the **Encounter** (you can reference the e-chart date and other information in your narrative notes, more to come on that later!). If the patient had a lot of changes between the original visit and the follow-up visit the nurse may fill out a new E-chart at their discretion.



Navigating through the E-chart:

**Tabs:** Use these to complete and navigate through all sections. **Red or Blue Writing:** Specific Instructions about the page/item

**Pencil:** Use this to make notes about specifics. If you write a note, the pencil will turn into a red flag

**Note card:** Click this if you want to see what the answered last time **Finish:** Use this to save the E-chart for later (can return to update)

The screenshot displays a medical software interface with a blue background. At the top, the window title is "VHN v. 11.2 - FORSYTH - # 97656 IMA TEST- DOB 01/05/1985 123-45-6789 Scale3 100% \*ALERTS\*". Below the title bar is a toolbar with various icons. The main area contains several clinical fields:

- Painful:** Radio buttons for "No" and "Yes".
- Appearance:** A text input field.
- Pruritic:** Radio buttons for "No" and "Yes".
- Bilaterally Symmetrical:** Radio buttons for "No" and "Yes".
- Location:** A text input field.
- Recurring:** Radio buttons for "No" and "Yes".
- Duration in day:** A text input field.
- Current or history of single or multiple blisters and/or shallow ulcers, usually painful:** A checkbox.
- Swelling:** Radio buttons for "No" and "Yes".
- Mucus Patches:** A checkbox.
- Location:** A text input field.
- Other Findings:** A large text area with a "Macros" button.

At the bottom left, there is a "Record Status" section with radio buttons for "Draft" (selected) and "Final (Locked)". Below this are buttons for "Cancel", "Void", "Print", and "Finish". A cyan arrow points to the "Finish" button. On the right side, there is a "Required Signature(s)" section with a "RN Sign Now" button. A yellow arrow points to this button. The bottom right corner shows the system tray with the time "2:28 PM" and the text "OVR".

Once you have completed all sections or reviewed responses if someone else worked up the patient, then you will **Sign Now** to save and lock the e-chart. \*hint: you have to scroll to the bottom of the page to find this. Once you **Sign Now**, then hit **Finish** to return to the Encounter Page.

VHN v. 11.2 - FORSYTH - # 97656 IMA TEST - DOB 01/05/1985 123-45-6789 Scale3 100% \*ALERTS\*

Choose Workflow

Encounter Type: **STD** Reason for Visit: **STD SCREENING** Task List Items For: **IMA TEST**

Date: 05/06/2014 Status: OPEN

Hide Workflow

Encounter Note: Go To Construct Mode Final Edit/Sign

STD Visit Female Workflow

- [STD Female](#)
- [Enter Vitals](#)
- [Allergies](#)
- [Review Problem List](#)
- [Encounter Info](#)
- [Office Visit](#)
- [Procedures](#)
- [Education](#)
- [Order Labs](#)
- [Review Lab Results](#)
- [Order Meds](#)
- [Review Meds](#)
- [Order Referral](#)
- [Order Appt](#)
- [Review Task List](#)
- [Sign Encounter](#)

Patient Summary

- ▶ Allergies
- ▶ Problems
- ▶ Meds
- ▶ Labs
- ▶ Radiology
- ▶ E-charts
- ▶ Prior Encounters
- ▶ Vitals

FORSYTH BOARD OF HEALTH  
428 CANTON HIGHWAY  
CUMMING, GEORGIA 30040-2002  
Phone: 770-781-6900 Fax: 770-781-6929

Name: IMA TEST Patient #: 97656 Date of Service: 05/06/2014

**Subjective**  
Chief Complaint  
STD SCREENING  
Visit Type  
VISIT TYPE: ESTABLISHED PATIENT

**Objective**  
Office Visits  
99999-NO CHARGE ADULT HEALTH VISIT  
Procedures  
ORAQUIK-20 MIN HIV  
Ed Topics  
AB-ABSTINENCE(AHD)  
ADU-ALCOHOL/DRUG USE(AHD)  
CU-CONDOM USE(AHD)  
HTC-HIV TEST COUNSELING(AHD)  
SRF-STD RISK FACTORS(AHD)  
VAC-VACCINATIONS(AHD)

**Assesment**  
Problems/Diagnoses (Last reviewed by ALISON HWARD on 05/06/2014)  
V7+.5-STD SCREENING  
V63.44-HIV COUNSELING  
V63.45-COUNSEL ON OTH SEXUALLY TRANSM DISEASES  
E-charts  
ECHART:STD Female-05/06/2014

1 note from 01/08/2009 for this program(s)

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Begin working through the Encounter, the items you complete will pull over into the **Encounter Summary**. The very last item you will complete is **Sign Encounter**, this will pop up a new page that you may add a narrative note, before signing and saving.

Clinical Notes

**B** **I** **U** **E** **A** **A'**

FORSYTH BOARD OF HEALTH  
 428 CANTON HIGHWAY  
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 Phone: 770-781-6900 Fax: 770-781-6929

Name: IMATEST Patient #: 97656 Date of Service: 05/06/2014

**Subjective**  
**Chief Complaint**  
 STD SCREENING  
**Visit Type**  
 VISIT TYPE: ESTABLISHED PATIENT

**Objective**  
**Office Visits**  
 99999-NO CHARGE ADULT HEALTH VISIT  
**Procedures**  
 ORAQJIK-20 MIN HIV  
**Ed Topics**  
 AB-ABSTINENCE(AHD)  
 ADU-ALCOHOL/DRUG USE(AHD) ←  
 CU-CONDOM USE(AHD)  
 HTC-HIV TEST COUNSELING(AHD)  
 SRE-STD RISK FACTORS(AHD)  
 VAC-VACCINATIONS(AHD)

**Assessment**  
**Problems/Diagnoses** (Last reviewed by ALISON HWARD on 05/06/2014)  
 V24.9-STD SCREENING  
 V63.44-HIV COUNSELING  
 V63.45-COUNSEL ON OTH SEXUALLY TRANSM DISEASES  
**E-charts**  
 ECHART:STD Female-05/06/2014

**Plan**

**Overview**

This is where you add any additional information to your Encounter Summary. This is what is printed off and put in the chart, it is a summary of everything you did for the patient. It also functions as a place for your narrative note, to document anything specific about the visit. (Unusual circumstances, specific education, follow-up instructions etc. You may use MACROS for this as well)

Sign/Save  
 Cancel  
 Macros

OVK

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This is where you may document anything specific about the visit that you want to include on the Encounter Summary. This may include: specifics about any unusual circumstances, referrals, specific education, follow-up instructions, etc. This functions as your **Narrative note**. Your **Education** topics are already listed; refer to Definitions on QA key for what is included. You may also elaborate on education in the **Narrative Note**. Once you are done with your note, you will **Sign/Save**. Once you have Sign/Saved, you will have to create and addendum to add any additional information.

VHN v. 11.2 - FORSYTH - # 97656 IMA TEST- DOB 01/05/1985 123-45-6789 Scale 100% \*ALERTS\*

Choose Workflow

Encounter Type: **STD** Reason for Visit: **STD SCREENING** Task List Items For: **IMA TEST**  
Date: 05/06/2014 Status: CLOSED  Due  Overdue

Hide Workflow Encounter Note Final Edit/Sign **View Signed Note**

**STD Visit Female Workflow**

- [STD Female](#)
- [Enter Vitals](#)
- [Allergies](#)
- [Review Problem List](#)
- [Encounter Info](#)
- [Office Visit](#)
- [Procedures](#)
- [Education](#)
- [Order Labs](#)
- [Review Lab Results](#)
- [Order Meds](#)
- [Review Meds](#)
- [Order Referral](#)
- [Order Appt](#)
- [Review Task List](#)
- [Sign Encounter](#)

**Patient Summary**

- [Allergies](#)
- [Problems](#)
- [Meds](#)
- [Labs](#)
- [Radiology](#)
- [E-charts](#)
- [Prior Encounters](#)
- [Vitals](#)

**FORSYTH BOARD OF HEALTH**  
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Phone: 770-781-6900 Fax: 770-781-6929

Name: IMA TEST Patient #: 97656 Date of Service: 05/06/2014

**Subjective**  
Chief Complaint  
STD SCREENING  
Visit Type  
VISIT TYPE: ESTABLISHED PATIENT

**Objective**  
Office Visits  
99999-NO CHARGE ADULT HEALTH VISIT

**Procedures**  
ORAQUIK-20 MIN HIV

**Ed Topics**  
AB-ABSTINENCE(AHD)  
ADU-ALCOHOL/DRUG USE(AHD)  
CU-CONDOM USE(AHD)  
HTC-HIV TEST COUNSELING(AHD)  
SRF-STD RISK FACTORS(AHD)  
VAC-VACCINATIONS(AHD)

**Assesment**  
Problems/Diagnoses (Last reviewed by ALISON H WARD on 05/06/2014)  
V74.9-STD SCREENING  
V65.44-HIV COUNSELING  
V65.45-COUNSEL ON OTH SEXUALLY TRANSM DISEASES

**E-charts**  
E-CHART:STD Female-05/06/2014

1 note from 01/08/2009 for this program(s)

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Your Encounter is now complete! To **Print** a copy of your **Encounter Summary**, including the narrative you added click on **View Signed Note**.

VHN v. 11.2 - FORSYTH - # 97656 IMA TEST- DOB 01/05/1985 123-45-6789 Scale 100% \*ALERTS\*

**Progress Notes**

Filter By  
 Current record. Type   
 Program  Date  -

Type	Program	Occurrence Date	Provider	Date Created	Creation Time	Created By
ENC ST		05/06/2014	AHD	05/06/2014	14:55	al876585

ENCOUNTER NOTE FOR IMA TEST, VHN # 97656

FORSYTH BOARD OF HEALTH  
 428 CANTON HIGHWAY  
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 Phone: 770-781-6900 Fax: 770-781-6929

Name: IMA TEST Patient #: 97656 Date of Service: 05/06/2014

**Subjective**  
**Chief Complaint**  
 STD SCREENING  
**Visit Type**  
 VISIT TYPE: ESTABLISHED PATIENT

**Objective**  
**Office Visits**  
 99999-NO CHARGE ADULT HEALTH VISIT  
**Procedures**  
 ORAQUICK-20 MIN HIV  
**Ed Topics**  
 AB-ABSTINENCE(AHD)  
 ADU-ALCOHOL/DRUG USE(AHD)  
 CU-CONDOM USE(AHD)  
 HTC-HIV TEST COUNSELING(AHD)  
 SRF-STD RISK FACTORS(AHD)  
 VAC-VACCINATIONS(AHD)

**Assesment**  
**Problems/Diagnoses (Last reviewed by ALISON H WARD on 05/06/2014)**  
 V74.5-STD SCREENING  
 V65.44-HIV COUNSELING  
 V65.45-COUNSEL ON OTH SEXUALLY TRANSM DISEASES

**E-charts**  
 E-CHART: STD Female 05/06/2014

**Buttons:** New, Amend, Create Addendum, Void, Print, Change Program

Select All

OVR

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If you forgot to add an important piece of information, you may add an **Addendum** to the Encounter Summary here. Otherwise you may **Print!**

The page that is printed from here will be what is put in the chart. The E-chart (the questions/answers form) will **NOT** be printed, but remain in the computer for future reference/audit purposes. You have the ability to print the E-chart if needed, to send with the patient for a referral or records request. This can be done from the main patient page under the "E-charting" symbol.



