

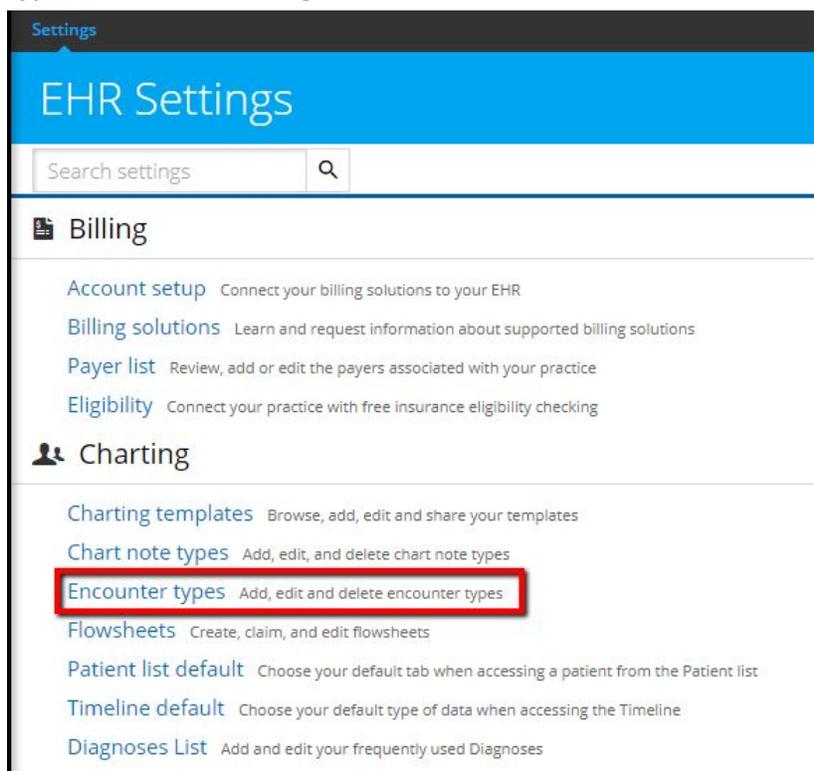
How do I add new Encounter Types?

Practice Fusion includes a number of basic encounter types in the EHR that can be changed using the drop-down menu in the encounter note. However, your practice may want to label encounters with different encounter types than those available by default. Additional encounter type preferences can be added to the encounter type drop-down menu through the EHR Settings, allowing you to customize your chart notes with the encounter types used most often by your practice.

Encounter type settings are designated at the EHR user level, which means any encounter types that you add will be visible in your own EHR account only. This setting is available to all users, regardless of Access (edit) level.

Steps for adding new Encounter Types

1. Click on *Settings* in the top right corner of your Practice Fusion EHR, then select *Encounter Types* from the *Charting* section.



2. Use the orange *Add encounter type* button or the *+Add encounter type* link to search for a new encounter type. Practice Fusion has added hundreds of encounter types to this search field, including all of the encounter types supported by the eQMs in Practice Fusion (associated with code type SNOMED or HCPCS).

Settings Encounter types x

Encounter types

Add encounter type

| CODE | CODE TYPE | ENCOUNTER TYPE | |
|----------------------|-----------|------------------------|---|
| 185317003 | SNOMED-CT | Telephone Encounter | X |
| 185320006 | SNOMED-CT | Email Encounter | X |
| 185349003 | SNOMED-CT | Office Visit (DEFAULT) | |
| 19681004 | SNOMED-CT | Nurse Visit | X |
| 207195004 | SNOMED-CT | Nursing Home Visit | X |
| 308720009 | SNOMED-CT | Letter | X |
| 410145008 | SNOMED-CT | Orders Only | X |
| 439708006 | SNOMED-CT | Home Visit | X |
| 448337001 | SNOMED-CT | Telemedicine Visit | X |
| + Add encounter type | | | |

3. In the search field, enter your search term to narrow down available results. You may search by keyword, SNOMED code, or HCPCS code.

| 439708006 | SNOMED-CT | Home Visit | X |
|-------------|---|--------------------|---|
| 448337001 | SNOMED-CT | Telemedicine Visit | X |
| + Emergency | | | |
| CODE | ENCOUNTER TYPE | | |
| 183477006 | Cardiothoracic emergency hospital admission (procedure) | | |
| 183466000 | Dermatology emergency hospital admission (procedure) | | |
| 183472000 | Diabetic emergency hospital admission (procedure) | | |
| 183462003 | Ear, nose and throat emergency hospital admission (procedure) | | |
| 4525004 | Emergency department patient visit (procedure) | | |
| 183452005 | Emergency hospital admission (procedure) | | |

4. Once selected, the encounter type will be saved to your *Encounter types* list and will be available in the “Encounter type” drop-down menu in each chart note.

5. You may reorder your list by using the 4 horizontal lines to the left of each line item to drag and drop the item to the preferred location. Line items can be deleted by clicking the X button on the far right. Because *Office Visit* is the default encounter type, it cannot be reordered or deleted.

| Encounter types | | | Add encounter type |
|-----------------|-----------|------------------------|--------------------|
| CODE | CODE TYPE | ENCOUNTER TYPE | |
| 185317003 | SNOMED-CT | Telephone Encounter | ✕ |
| 185320006 | SNOMED-CT | Email Encounter | ✕ |
| 185349003 | SNOMED-CT | Office Visit (DEFAULT) | |
| 19681004 | SNOMED-CT | Nurse Visit | ✕ |

6. Once your *Encounter types* list has been updated, your changes will appear in the dropdown menu within your encounter notes. You may also click *Manage encounter types* within the dropdown to be direct to the *Encounter types* setting at any time.

Patient lists Carol Patient ✕


Carol Patient | PRN: PC147321 | 65 yrs F | Patient Portal: Enrolled

Summary Timeline Profile
11/08/2017 ✕

Go to...

Refresh to update clinical decision support (CDS) notifications below.

Encounter details

| | |
|--|---|
| ENCOUNTER TYPE <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Office Visit</div> <div style="border: 1px solid #ccc; padding: 5px;"> Telephone Encounter Email Encounter Office Visit Nurse Visit Nursing Home Visit Letter Orders Only Home Visit Telemedicine Visit <div style="background-color: #337ab7; color: white; padding: 2px;">Emergency department patient visit (procedure)</div> Manage encounter types </div> | NOTE TYPE <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">SOAP Note</div> |
|--|---|