How to Create an Encounter

There may be times that a patient is part of AFMC but has not yet been seen since the start of Cerner. In order to do anything in the patient chart, you will need to create an encounter. For example, you may receive a phone call on house back up and need to send the PCP a message or enter an order.

1. Search for the patient.
2. Usually you will open a patient chart by selecting the proper encounter from the bottom half of the screen, but if there are no encounters, double click the patient’s name in the top half.
3. From the patient’s chart, select “Communicate” then “Message” to write a message.
4. Click the binoculars next to the patient’s name.
5. Click on “Add Encounter.”

6. Enter “Academic” to search for AFMC. Hit enter. Click on “OK.”

7. Select the appropriate Suite.

8. You can complete your message to the PCP regarding the HBU call. You can also “Launch Orders” from the upper right if you need to place any orders for the patient.