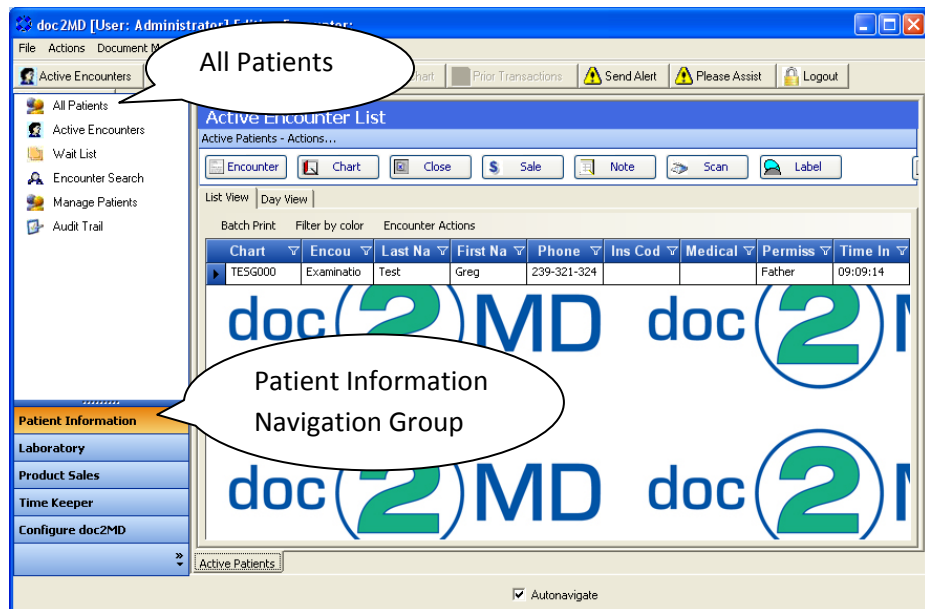


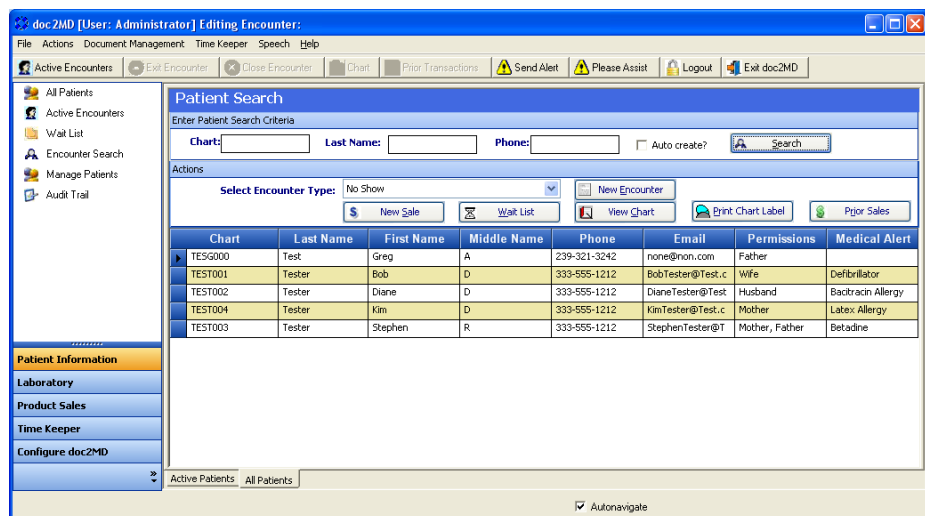
Quick Sheet: Create Encounter Note

Overview: This Quick Sheet describes the steps necessary to create a new encounter note from within doc2MD. An encounter note is defined as any interface that a patient has with the practice to include Patient Visits, Phone Calls, No Shows, or any other defined by the practice.

Step 1: Select the Patient Information Group Bar at the left side of doc2MD.



Select All Patients from the list to be presented with the Patient List



Enter your search criteria (Chart or Last Name or Phone) and press Search to view the list of patients that meet your criteria.

Step 2: Select the Encounter Type. The doc2MD software comes configured with three encounter types to include:

1. Examination
2. No Show
3. Phone Call

You may add or remove these encounter types at you determine necessary (see Configuring doc2MD in the doc2MD User's Guide)

To create an Examination Encounter, select Examination from the Drop Down list and either double click on the Patient Name, or press the New Encounter button.

Once created, you will be directed automatically to the Encounter Edit feature of doc2MD. Note, to get a quick understanding of how to Edit an Encounter, please review to the Edit Encounter Quick Sheet or to the doc2MD User's Guide.