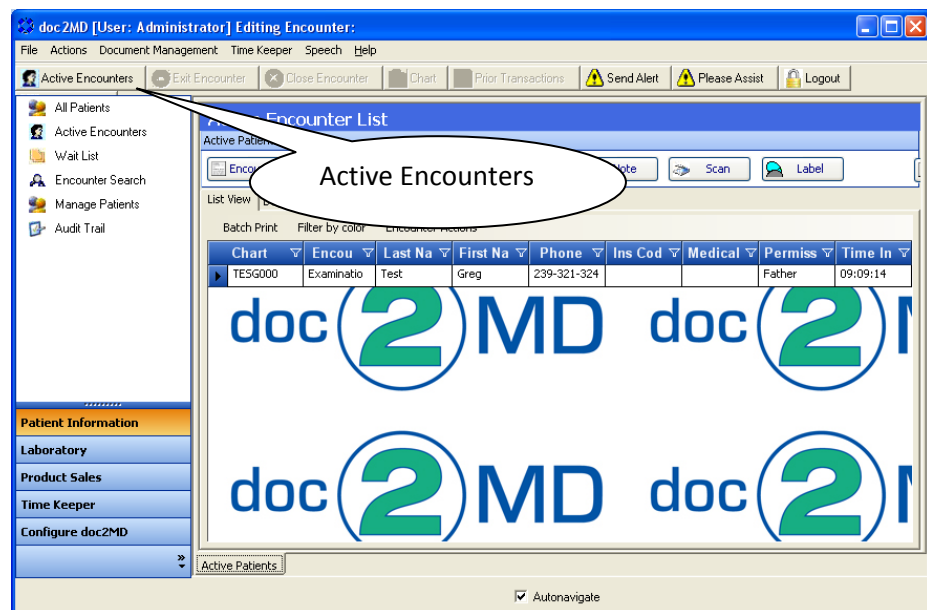




Quick Sheet: Delete an Encounter Note

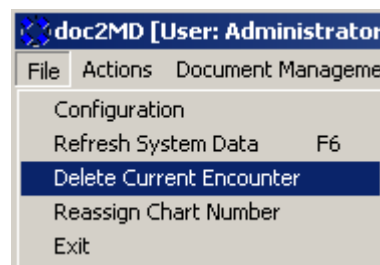
Overview: This Quick Sheet describes the steps necessary to delete an existing encounter. *Remember that you must have administrative privileges in order to perform this action.*

Step 1: The encounter not to be deleted must be opened. To do so, select the encounter from the active encounter list within doc2MD. To display this list, select the Active Encounters button on the main tool bar.

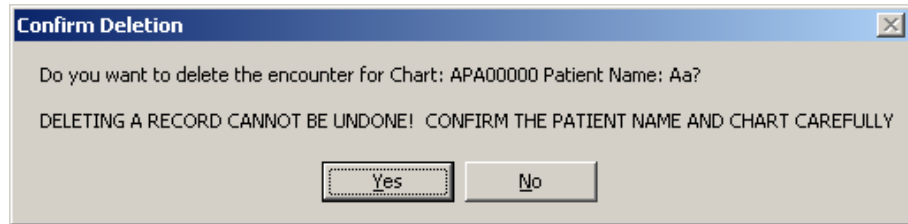


Once clicked, you will be presented with the active encounter list. Double clicking on the encounter will open the appropriate encounter editor.

Step 2: Once the note is opened, select File | Delete current encounter from the main menu.



If you have sufficient rights, you will be asked to confirm that you wish to delete the encounter.



Keep in mind that this is a permanent deletion and that the records associated with this specific encounter will not be recoverable.

Note: An encounter may not be deleted after it has been closed.