

# “OFFICIAL” STEPS TO CREATE NEW TEXT ENCOUNTER

BHC EHR <https://login.ihsoa.org>

1. New  
Encounter

2. Record encounter using the:  
Text Encounter > OK

**Note: Not all the documentation entered will be saved as discrete data, which may affect reporting.**

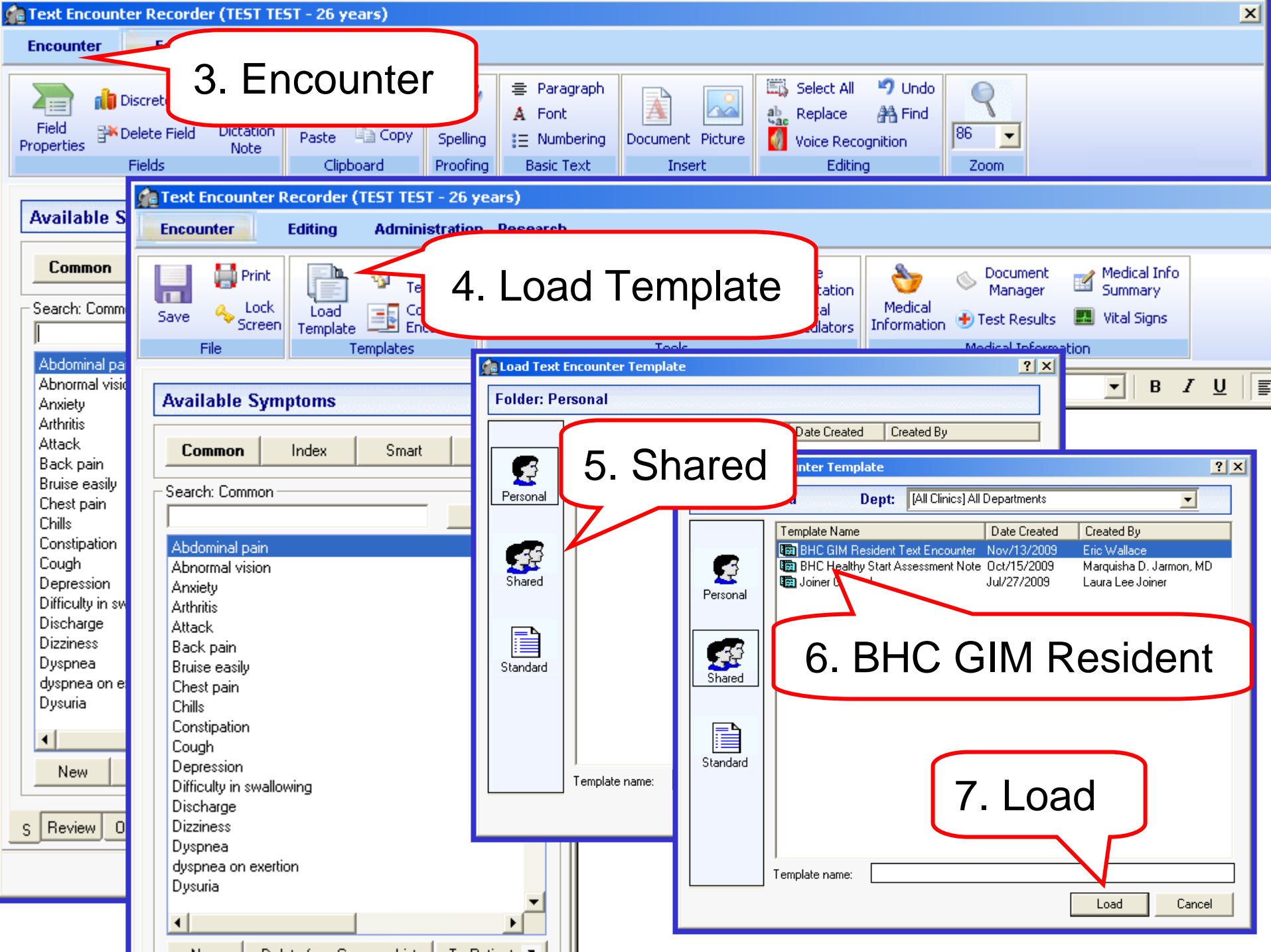
3. Encounter

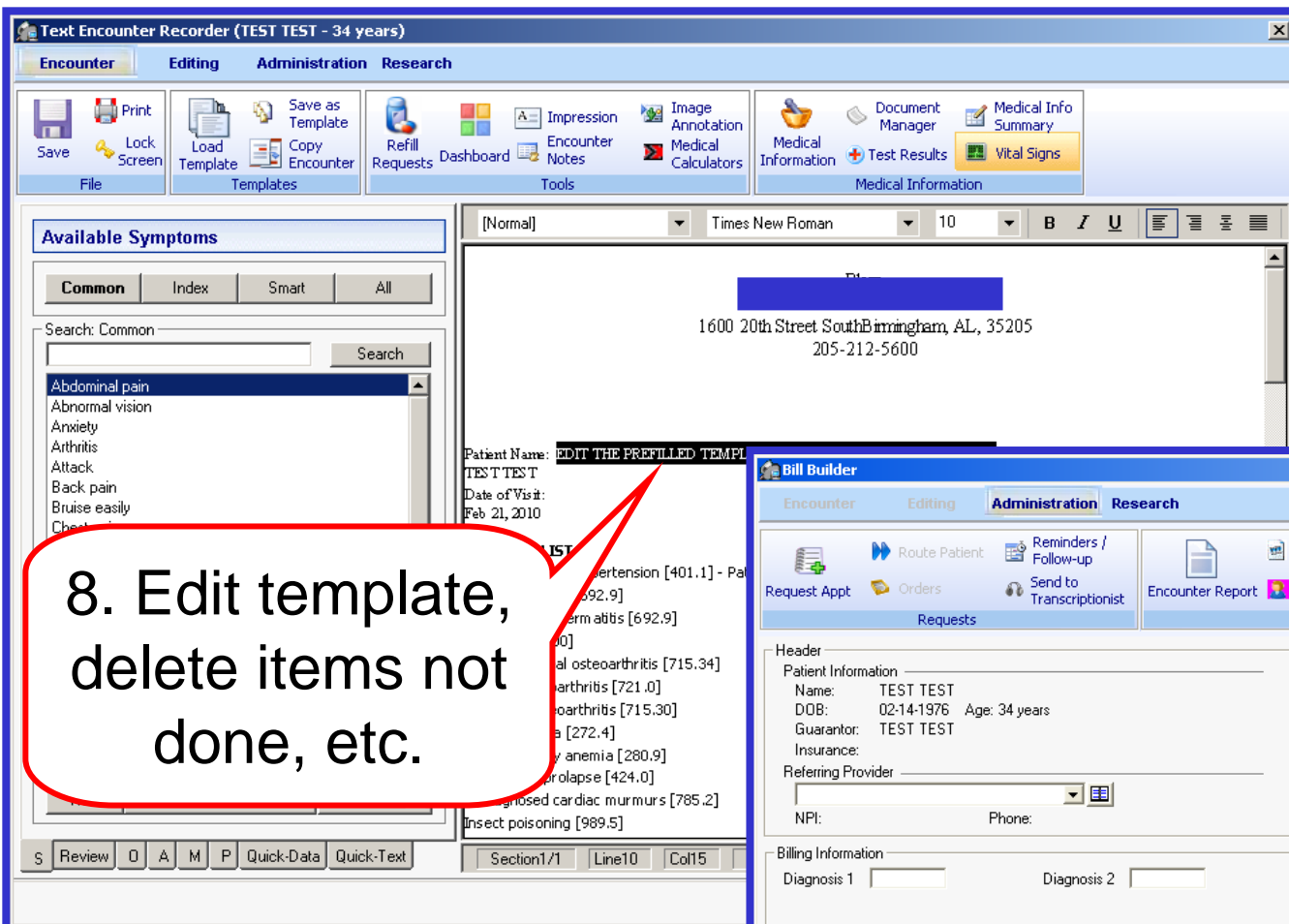
4. Load Template

5. Shared

6. BHC GIM Resident

7. Load





8. Edit template, delete items not done, etc.



9. Identify Co-signer

10. Sign



**Chart Tools**

- New Encounter
- Vital Signs
- Chart Reports
- Document Manager
- Medical Info Summary

**Chart Navigator**

**Encounter View**

- View as Text
- View as Discrete

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**Encounter Data**

- Encounter Note
- Annotations
- Medical Information

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**Change History**

- Change History

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**Encounter**

**TEST TEST** [ Female; 34 years; DOB: 02/14/197E ]

Demographics Medical Information Summary Encounter

Date: Feb 23, 2010 Encounter type: Admin View...  
Time: 10:10 AM Signed by: M Faulkner - [Plaza] Birmingham Health Ca

Vital Signs:

[Normal] Tahoma 10 B I U

Plaza  
 1600 20th Street South Birmingham, AL, 35205  
 205-212-5600

Patient Name:  
 TEST TEST  
 Date of Visit:  
 Feb 23, 2010

**PROBLEM LIST**  
 Benign essential hypertension [401.1] - Patient on multiple medications  
 Chronic eczema [692.9]  
 Acute contact derm abtis [692.9]  
 Obesity [278.00]  
 Interphalangeal osteoarthritis [715.34]  
 Cervical osteoarthritis [721.0]

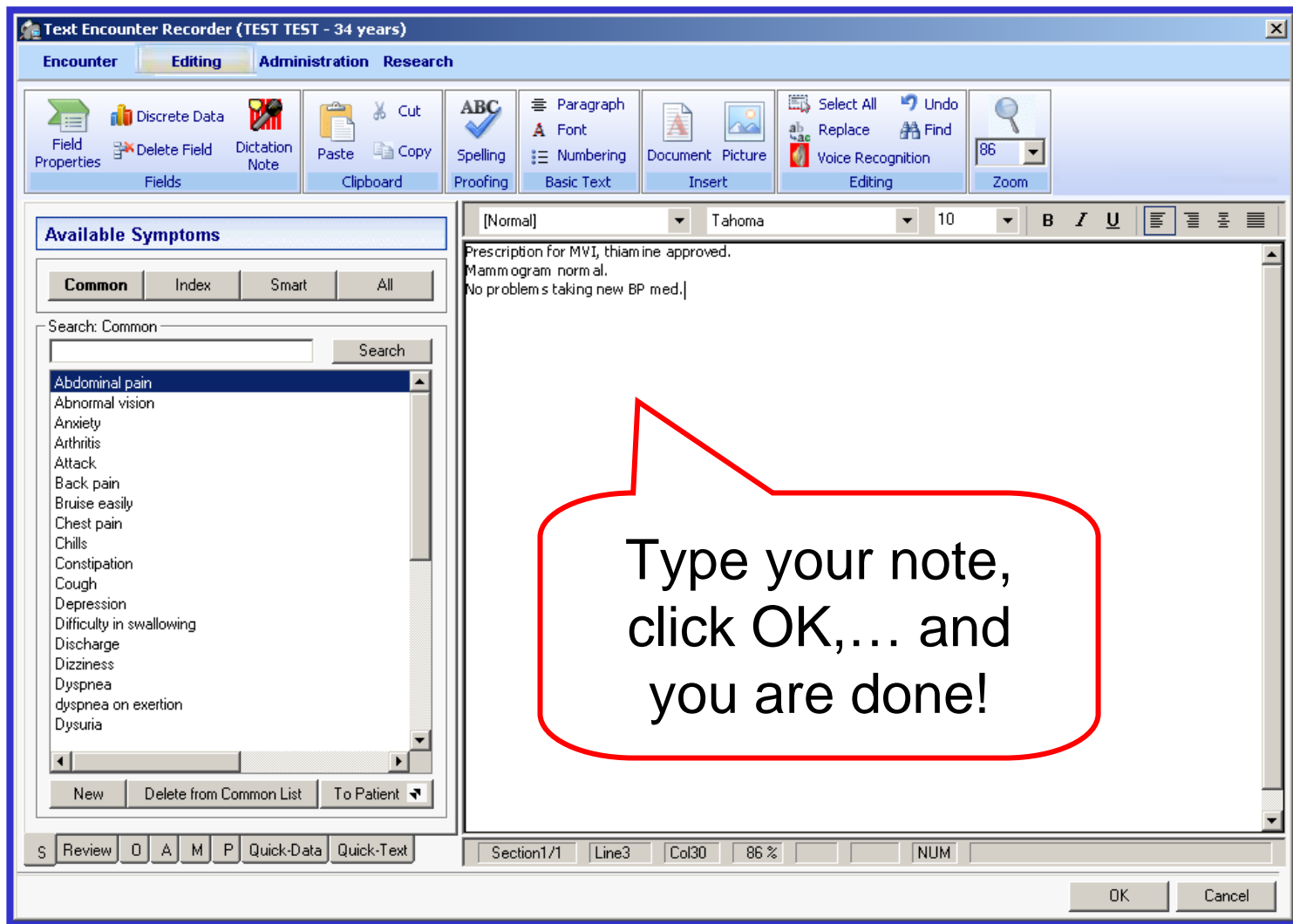


# STEPS TO WRITE A SIMPLE TEXT NOTE

1. New Encounter

2. Record encounter using the:  
Text Encounter > OK

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- UAB GIM: Google UAB GIM, go to “Education” → “Clinical Practice”
- <http://www.uab.edu/gim/education/default.html>
- BHC Steps to Create New Text Encounter 2010 2.23.10.ppt