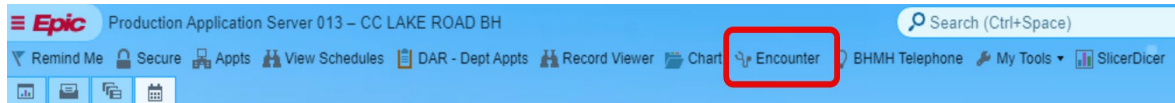


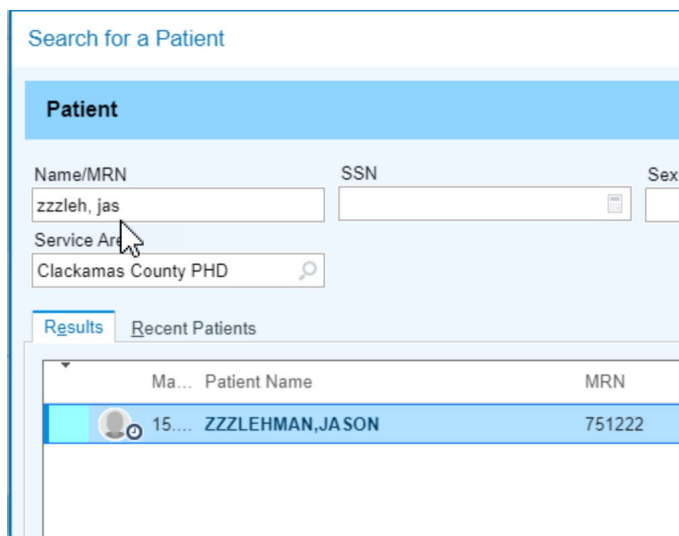
Title: Creating Unscheduled (on-the-fly) Encounter Guide  
Last Reviewed: 11/1/2024

## Purpose

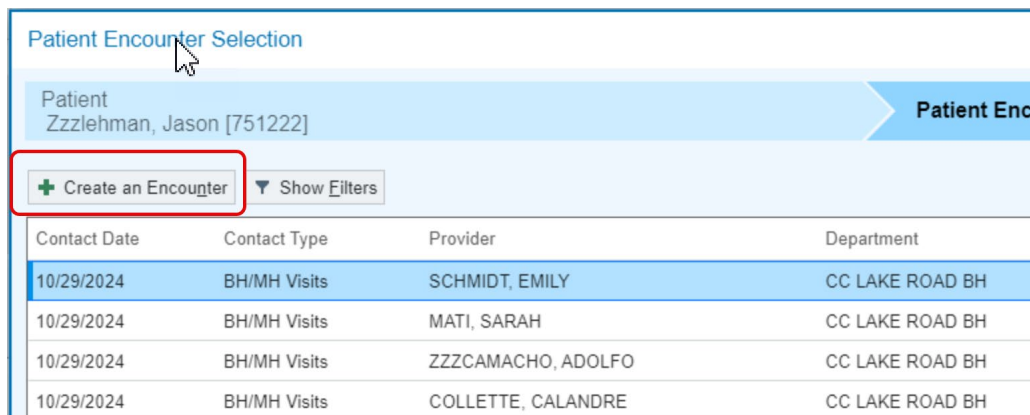
1. To open an unscheduled encounter click the “encounter” button in the top toolbar of EPIC:



2. Find the client and double click on them



3. This will show open encounters the client has. Since this is a new encounter click the “Create an Encounter” button.



4. Create the encounter
  - a. You can change the date if needed
  - b. Pick the appropriate visit type for your needs:

## Creating Unscheduled (on-the-fly) Encounter Guide

- i. BH/MH INTERIM: Used to document non-billable “info” note.
- ii. BH/MH TELEPHONE: Used to document non-billable telephone call
- iii. BH/MH Visits: Used to document all billable encounters. (in-person, telephone, and video)

Patient Encounter Creation

Patient  
Zzzlehman, Jason [751222]

Select an Encounter

Date:  
11/1/2024 1

Type:  
Enter a type

Title	Number
Abstract	150
Administrative	1005
Ancillary Services	1024
Behavioral Health Visit <span>2</span>	1002
BH/MH Crisis	1023
BH/MH INTERIM	1017
BH/MH TELEPHONE	1016
BH/MH Visits	1014
Bulk Orders	848003
E-Visit	62

c.

5. When finished click “Accept”

Patient Encounter Creation

Patient  
Zzzlehman, Jason [751222]

Select an Encounter

Date:  
11/1/2024

Type:  
BH/MH Visits

Provider:  
ZZZCAMACHO, ADOLFO PCP

Department:  
CC LAKE ROAD BH

6. Now follow the guide for the type of encounter you created.

### Supportive Information

Written by: EHR Support and BH QI/QA

Reviewed by: BH QI/QA

## Creating Unscheduled (on-the-fly) Encounter Guide

Review Cycle: As needed