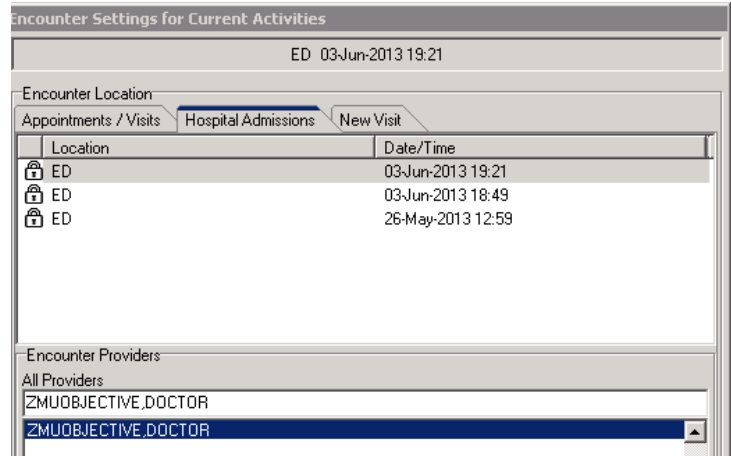<u>HOW TO TEMPORARILY UNLOCK A PATIENT'S LOCKED VISIT</u>

Core Applications ...
Device Management ...
Menu Management ...
Programmer Options ...
Operations Management ...
Spool Management ...
Information Security Officer Menu ...
Taskman Management ...
User Management ...
FM   VA FileMan ...
Application Utilities ...
Capacity Planning ...
HL7 Main Menu ...
Test an option not in your menu

ABOVE IS EXAMPLE OF A LOCKED VISIT/ACCOUNT

Select Systems Manager Menu Option: **TEST an option not in your menu**
Option entry to test: **BEHOEN MAIN**   Encounter Context Configuration
COOPER GREEN MERCY   RPMS-EHR Management   Version 1.1
            Encounter Context Configuration

CRT   Allow User to Create New Visits
LCK   Days After Which Visit is Locked
OTH   General Location for Outside Encounters
OVR   Temporarily Override Visit Lock for User
PRV   Allow a User to be a Visit Provider
STP   Visit Search Stop Date
STR   Visit Search Start Date
TYP   Selectable Visit Types

Select Encounter Context Configuration Option: **OVR Temporarily Override Visit Lock for User**
COOPER GREEN MERCY   RPMS-EHR Management   Version 1.1
            Temporarily Override Visit Lock for User
Select NEW PERSON NAME: VEGA,NICOLE ← **ENTER THE USER'S NAME WHO WILL BE ADDING ORDERS**

--- Setting Use to override visit lock for a user. for User: VEGA,NICOLE ---
Select Visit to unlock: TESTPATIENT ← **ENTER IN THE PATIENT'S NAME OR THE VISIT/ACCOUNT NO.**
 1 TESTPATIENT,CANDY   10-30-70   10-30-70 5011416   Female
 2 TESTPATIENT,EIGHT   3-11-30   3-11-30 DOWN1006   Female
 3 TESTPATIENT,EMDEON   1-1-80   1-1-80 5005743   Male
 4 TESTPATIENT,FIVE   8-1-60   8-1-60 DOWN1003   Female
 5 TESTPATIENT,FOUR   9-8-78   9-8-78 DOWN1002   Male
ENTER '^' TO STOP, OR
CHOOSE 1-5: 1 TESTPATIENT,CANDY   10-30-70   10-30-70 5011416   Female

   1 TESTPATIENT,CANDY DEC 1,2016@09:29   TESTPATIENT,CANDY   NO SERVICE   WTMX-TEST
   2 TESTPATIENT,CANDY JAN 9,2017@10:46   TESTPATIENT,CANDY   ANC/LAB B   XC88-TEST
   3 TESTPATIENT,CANDY NOV 17,2017@11:46   TESTPATIENT,CANDY   MAMMO 14KQB-TEST
CHOOSE 1-3: 2 JAN 9,2017@10:46   TESTPATIENT,CANDY   ANC/LAB B   XC88-TEST
Are you adding 3170109.1046 as a new Visit to unlock? Yes// **YES**

Visit to unlock: 3170109.1046// ← **HIT ENTER IF YOU SELECTED THE CORRECT VISIT/ACCOUNT NO.**
JAN 9,2017@10:46   TESTPATIENT,CANDY   ANC/LAB B   XC88-TEST 3170109.1046
Date override expires: T+7 (OCT 18, 2018) (OCT 18, 2018) ← **ENTER A DATE FOR HOW LONG THE VISIT/ACCOUNT WILL BE UNLOCKED FOR THAT ONE USER.**