

Title: ICP – How to Restore Deleted Encounters

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Document Date: 8/12/2020

Revision Number: V001

Purpose

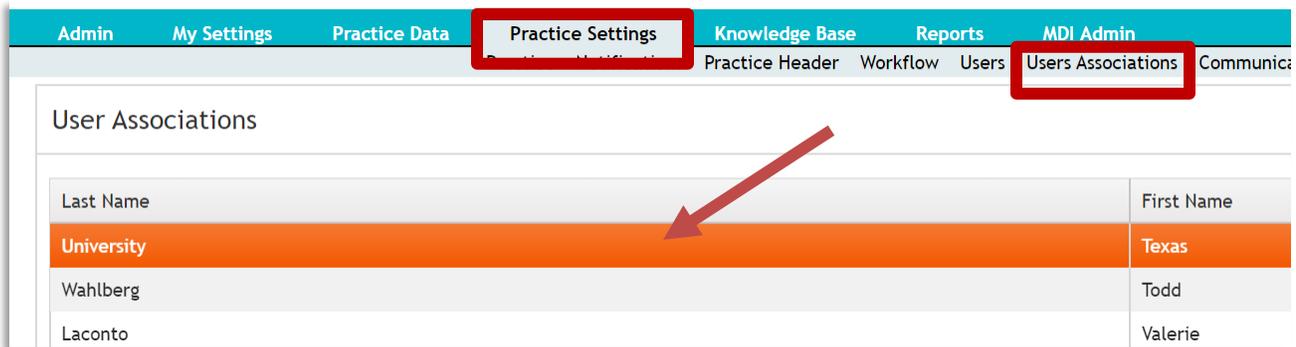
Restore encounters that have been accidentally deleted to avoid losing critical charting information. Not all users can restore deleted encounters, this is a user permission that needs to be granted by the system administrator within the practice.

REMINDER: When making significant charting changes, consider creating an amendment to register a reason for auditing purposes.

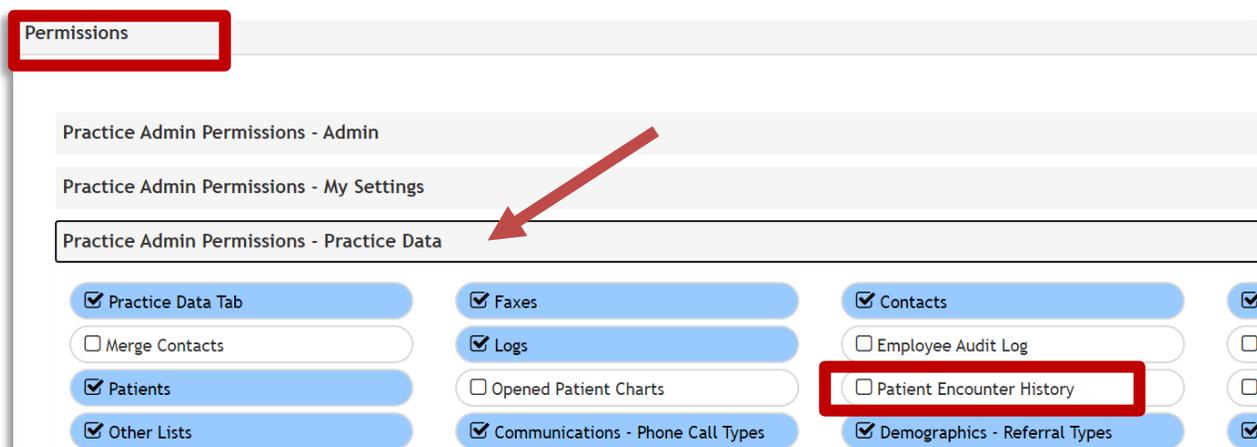
Method

Granting User Permission to Restore Deleted Encounters

1. Click on Admin on upper right-hand corner of workflow page
2. Select Practice Settings tab
3. Select User Associations
4. Find user and select their name (should be highlighted orange)
5. Scroll down to Permissions
6. Select "Practice Admin Permissions – Practice Data"
7. Check off "Patient Encounter History"
8. Select "Update" at the bottom of the Permissions section to save changes



Last Name	First Name
University	Texas
Wahlberg	Todd
Laconto	Valerie



Permissions

Practice Admin Permissions - Admin

Practice Admin Permissions - My Settings

Practice Admin Permissions - Practice Data

- Practice Data Tab
- Merge Contacts
- Patients
- Other Lists
- Faxes
- Logs
- Opened Patient Charts
- Communications - Phone Call Types
- Contacts
- Employee Audit Log
- Patient Encounter History
- Demographics - Referral Types

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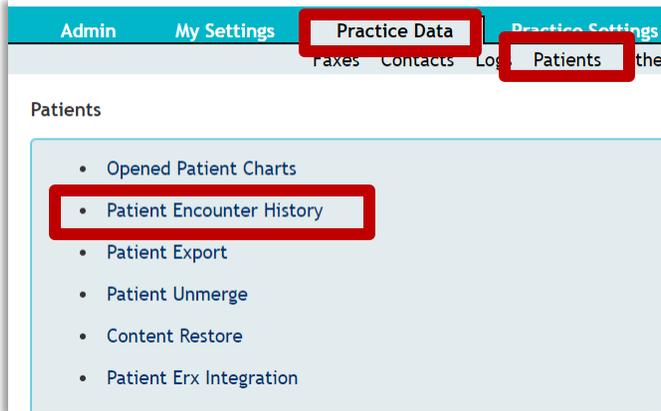
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Restoring Deleted Encounters

1. Click on Admin on upper right-hand corner of workflow page
2. Select Practice Data tab
3. Select "Patients"
4. Select "Patient Encounter History"



5. Search patient's name in search box
6. Once the patient has been found, select their name



7. All encounters display below with details such as a time stamp of when it was created, username who created the encounter, encounter type, and rendering doctor. If the encounter was deleted, it will also display the user that deleted ("inactivated") the encounter and the date it was deleted. Select "Activate" to restore

Patient Id	1
Chart Number	1234TESTJOHN
Title	
First Name	John
Last Name	Doe1234
Middle Initial	
Birth Date	2/2/1929
Gender	Male
Age	91 Years

ID	Date	Created By	Type	Doctor	Inactivated By	Inactivated Date	Active	
8152	8/1/2020	MDL_j.ing	Note	Phillip McDermott MD	MDL_j.ing	8/12/2020	False	Activate

8. Refresh the chart and it should now contain the restored deleted encounter

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Revision History

Revision	Date	Changes	Requested By
V001	8/12/2020	Initial Release	