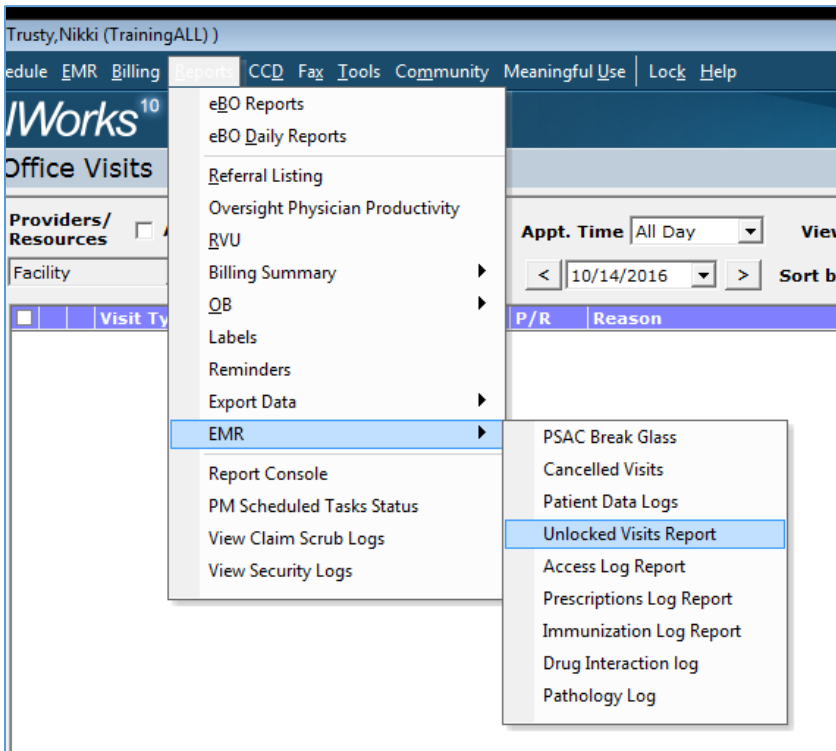


eClinicalWorks Training: Running the Unlocked Visits Report

The Unlocked Visits Report in eClinicalWorks will allow the user to view any previous encounters that have not been locked (and transmitted into Imagine for billing).

From the Reports Menu, hover over the EMR option and then choose “Unlocked Visits Report” from the list.



In the report window that appears, select the desired provider and date range before clicking “Generate Report”.



A list of patients with encounter dates and location will then appear. Use the print button at the bottom left to print and review.

Provider: AATest, Provider From: 08/01/2016 To: 10/14/2016

Facility: [] Sel Generate Report

Unlocked Visits Report						
From 2016-08-01 To 2016-10-14 AATest, Provider at All Locations						
IDX Visit #	Patient	Appt. Date	Appt. Time	Seen By	Assigned To	Seen At
	Teske, Linda	2016-08-25	14:00:00	AATest, Provider		Test Facility for security based settings
	Test, Jennifer (training)	2016-08-25	15:00:00	AATest, Provider		Test Facility for security based settings
	Test, Nikki (Training)	2016-10-07	09:30:00	AATest, Provider		Test Facility for security based settings
	Test, Binkley	2016-10-07	10:45:00	AATest, Provider		Test Facility for security based settings

Total : 4

What other ways can I tell if the encounter has been locked?

From the **Office Visits** window, we can see the locked and unlocked symbols for each patient. We can also utilize the “View” filter to view only locked or unlocked visits.

Providers/ Resources All AATest, Provider ... Appt. Time All Day View All P = Providers R = Resources

Facility sel < 08/25/2016 > Sort by

	Visit Type	Appt Time	Patient Name	P/R	Reason
<input type="checkbox"/>	F/U	02:00 PM	Teske, Linda	TEST	Yearly Pap
<input type="checkbox"/>	NP	03:00 PM	Test, Jennifer (training)	TEST	new pap

From the Encounters button in the **Patient HUB**, we can see the locked symbol to the left of each locked encounter.

Encounters

Providers/ Resources ... All Encounters All

Facility ... All Service Dates 10/14/2016 To 10/14/2016

Patient Test, Nikki (Training) Diagnosis (ICD-9) ... Clear

	Date	Time	Type	Status	Provider	Resource	Facility	Reason
<input type="checkbox"/>	09/23/2016	09:00 AM	AWH NEW	PEN	Maikis, Roseann	Maikis,Roseann	AWH	test
<input type="checkbox"/>	09/21/2016	01:30 PM	WOO WOF	PEN	Woods, Grayson N	Woods,Grayson N	WOO	test
<input type="checkbox"/>	09/19/2016	04:00 PM	CPH ANNL	PEN	Jarnagin, Barry K	Jarnagin,Barry K	CPH W	test charge
<input type="checkbox"/>	09/16/2016	12:45 PM	HCC F/U	CANC	Gurley, Larry D	Gurley,Larry D	LDG	
<input type="checkbox"/>	09/09/2016	08:00 AM	AWH NEW	PEN	Maikis, Roseann	Maikis,Roseann	AWH	test
<input type="checkbox"/>	09/07/2016	08:45 AM	NEU DMEP	PEN	Neuhaus, Matthew D	NEU-MISC.	NEU HW	test
<input type="checkbox"/>	09/04/2016	04:00 PM	AWH ANNI	PEN	Binkley, Laura S	Binkley,Laura S	AWH	annual exam
<input type="checkbox"/>	08/26/2016	10:28 AM	TEL		Mayorquin, Francisco J		AOS	
<input type="checkbox"/>	08/26/2016	10:24 AM	TEL		Mayorquin, Francisco J		AOS	
<input type="checkbox"/>	08/19/2016	02:44 PM	TEL		Maikis, Roseann		AWH	post op symptoms
<input type="checkbox"/>	08/19/2016	02:13 PM	TEL		Mayorquin, Francisco J		Test Office	
<input type="checkbox"/>	08/12/2016	03:33 PM	TEL		Mayorquin, Francisco J		AOS	
<input type="checkbox"/>	08/04/2016	03:24 PM	TEL		Benac, Christopher S		NEU-S	
<input type="checkbox"/>	08/04/2016	03:22 PM	TEL		Benac, Christopher S		NEU-S	

608 Encounter(s) Non Billable Visits: 85 CANC : 40

View Logs View Web View Print Fax View Appointment OK Cancel

From the Encounters drop-down option in the **Progress Note**, we can view the locked symbol to the left of each locked encounter.

Enc << V 08/25/2016 TEST Yearly Pa >>

Overview DRTLA History Order Sets V 08/25/2016 TEST Yearly Pa V 12/22/2014 SD NP/Ref Dr

Teske, Linda 62 Y, F as of 10/14/2016

Global Alerts

Advance Directive

Problem List All ! + ...

228.02 Hemangioma of intracranial structures

Medication Summary

Group by Date