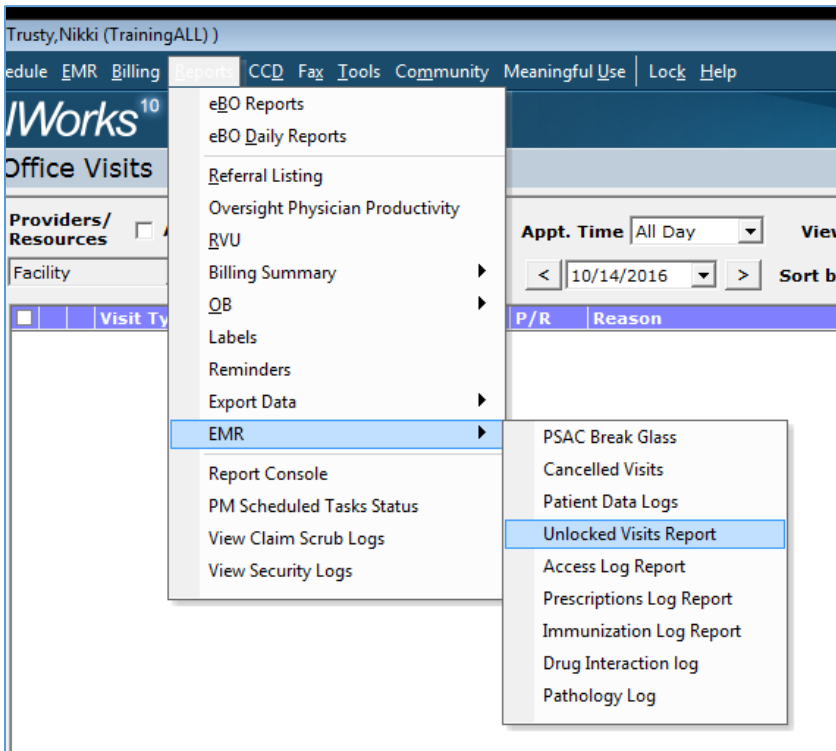# eClinicalWorks Training: Running the Unlocked Visits Report

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.

Unlocked Visits Report

From 2016-08-01 To 2016-10-14 AATest, Provider at All Locations — Total : 4

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

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.

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

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