

Encounter Confidentiality Level Additions or Modifications for Clerical Staff

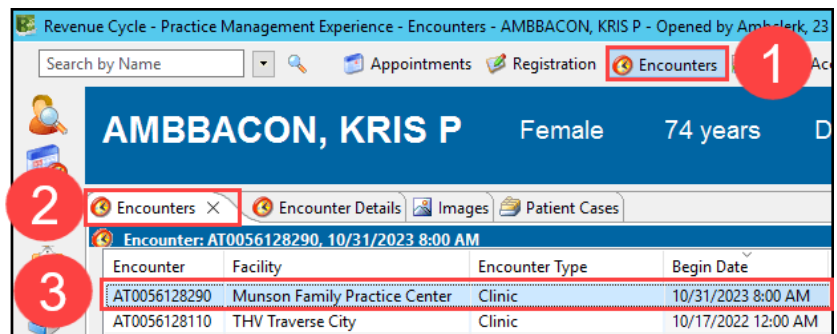
Cerner Revenue Cycle Ambulatory EDUCATION

All encounters should have a Confidentiality Level associated. Confidentiality Levels indicate the patient's request for privacy, the release of directory information, or the facility's responsibility to not release directory information due to the type of the care the patient receives.

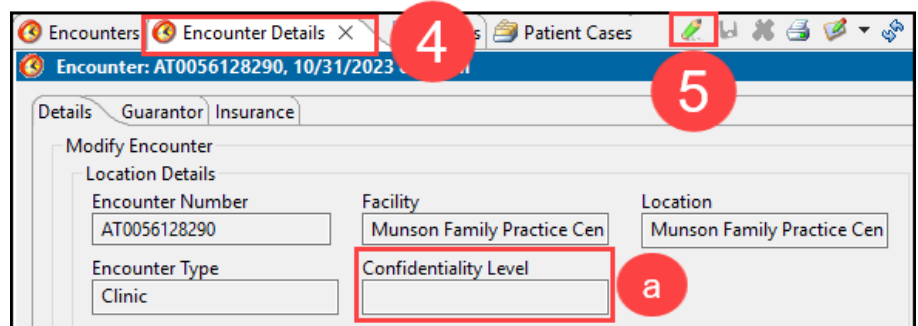
Encounters automatically created from a scheduled appointment associate a Confidentiality Level during the Revenue Cycle patient check-in process. In the instance that the check-in process is not completed in Revenue Cycle, the encounter will **not** have a Confidentiality Level associated and **must be manually added** by modifying the Encounter Details.

Adding or Modifying Encounter Confidentiality Levels

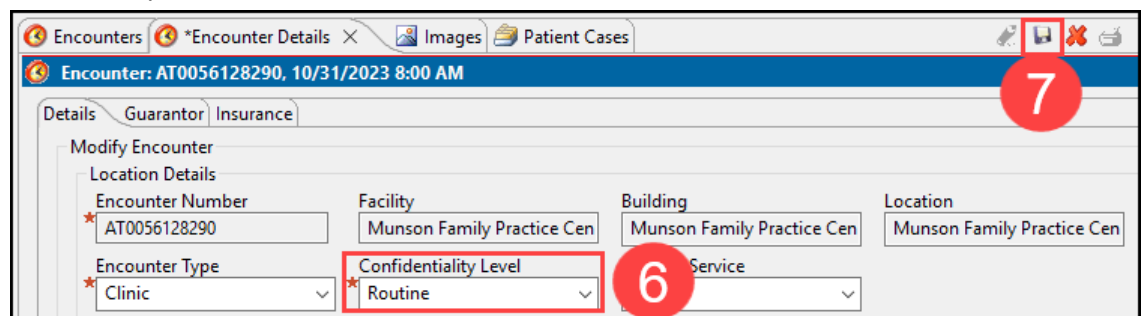
1. Navigate to Encounters within a patient's chart in Revenue Cycle.
2. Select the Encounters tab.
3. Double click on the Encounter needing the Confidentiality Level added or modified.



4. Encounter Details open.
 - a. The Confidentiality Level can be seen here.
5. Click on the green pencil (modify) icon.



6. Review and update the Confidentiality Level, if needed, by selecting the drop-down arrow.
 - a. The predetermined Confidentiality Level for the selected location and Encounter Type populates if there was no Confidentiality Level.
7. Click Save.



- For more information on Confidentiality Levels, review the Security and Confidentiality resources on the [Clinical EHR Education website](#).