

74 years

Encounter Confidentiality Level Additions or Modifications for Clerical Staff

Cerner Revenue Cycle Ambulatory EDUCATION

🗾 Appointments 🧭 Registration 👩 Encounters

Female

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.

Search by Name

Adding or Modifying Encounter Confidentiality Levels

- 1. Navigate to Encounters within a patient's chart in Revenue Cycle.
- 2. Select the Encounters tab.
- 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.

	Encounter: AT0056128290, 10/31/2023 8:00 AM						
	Encounter	Facility	Encounter Type	Begin Date			
3	AT0056128290	Munson Family Practice Center	Clinic	10/31/2023 8:00 AM			
	AT0056128110	THV Traverse City	Clinic	10/17/2022 12:00 AM			
3 Encounters 🕜 Encounter Details 🗙 🌈 s 🎒 Patient Cases 🛛 🖉 🗟 📽 🔫 🗇							
Incounter: AT(0056128290, 1	0/31/2023					
Details Guaran	tor Insurance		- 5				
Modify Encou	nter tails						
Encounter	Number	Facility	Location				
AT005612	8290	Munson Family Practi	ice Cen Munson Fa	mily Practice Cen			
Encounter	Туре	Confidentiality Level					
Clinic			a				

👺 Revenue Cycle - Practice Management Experience - Encounters - AMBBACON, KRIS P - Opened by A

🔇 Encounters 🗙 🔇 Encounter Details 📓 Images 🎒 Patient Cases

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- 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.
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🔇 Encounters 🔇 *Encounter Details 🗙 📓 Images 🎒 Patient Cases 🛛 🦧 😼					
Incounter: AT0056128290, 10/31,	/2023 8:00 AM				
Details Guarantor Insurance					
Modify Encounter Location Details					
Encounter Number	Facility	Building	Location		
* AT0056128290	Munson Family Practice Cen	Munson Family Practice Cen	Munson Family Practice Cen		
Encounter Type Clinic ~	Confidentiality Level * Routine ~	6 Service			

• For more information on Confidentiality Levels, review the Security and Confidentiality resources on the <u>Clinical</u> <u>EHR Education website</u>.