

# eCF - Locating Most Recent Encounter for Patient

**Article ID:** KB0019120

**Created:** 2025-01-24 17:45:31

**Updated:** 2025-01-24 19:33:25

**Author:** {'link':

'https://fmcnaddev.service-now.com/api/now/table/sys\_user/234709da6fb2464070404a950d3ee44b',

'value': '234709da6fb2464070404a950d3ee44b'}

**Category:** {'link':

'https://fmcnaddev.service-now.com/api/now/table/kb\_category/f398dd191b8f6150dacfa824604bcbfe',

'value': 'f398dd191b8f6150dacfa824604bcbfe'}

## eCube Financials - Locating Most Recent Encounter for Patient

**Purpose:** This document outlines how you can locate the most recent (latest) encounter for a patient at for a Visit in eCube Financials, provided the user in question has appropriate access.

There are different ways you can access the most recent encounter for patient, this document outlines using the patient Account ID method, as this ensure that any changes that are made in eCF are for done for that specific visit and changes are not accidentally made to for a different visit.

Updates to patient information such as patient name, DOB, addresses, phone numbers, emergency contacts, gender, race, SSN, attending physician, living arrangement and placement type all need to be done under the most recent encounter for it to update in eCC and other applications.

### Required Information

Patient Name Patient MRN Clinic / Facility Number Patient Account ID (ECD ID) Number

### Process:

1. Locate the patient Account ID number of the Visit in question from eCC. Also known as the ECD ID number. This is unique number for EACH visit. A patient can have multiple visits at the same clinic and each visit will have a unique number. Making changes to one visit does necessarily update other visits.
2. Once you have the Account ID number, log into eCF.
3. Please attach any referenced knowledge articles to the incident.
4. A user who has access edit access to eCF will have "Revise Encounter Details" task under Primary Tasks. A user with read only access will have "View Encounter Details". If either of these two options are missing, the user does access to view encounters in eCF using this method. They will need to obtain access.
5. Select Revise Encounter Details
6. Change Identifier Type to Encounter Common Data Number
7. Enter the Patient Account ID number in the Identifier field
8. Check all boxes under Include
9. Leave Additional Search options blank
10. Click Search

11. You may see a message that says, "search has returned too many results". Click Close to proceed. Search is limited to 50 entries, and we only need the most recent encounter which will be on the top

12. If everything is done correctly, the top result is the most recent encounter for this patient at this clinic for this specific visit. Remember, each visit has its own list of encounters. Make sure you have the top encounter selected (highlighted) and click Select to access the encounter.

13. You are now in the most recent encounter for the patient, for this visit.

14. Changes to various patient related information can be made in this encounter and it will update in eCube Clinicals and other applications.

Published By: DTI-EUX-FMC L1.5-Clinical App Support