

HarmoniMD™ Training Tip

Reopening Visits in HarmoniMD™

Staff affected: All staff who have rights to reopen a visit.

You may need to reopen a visit either because it was closed by accident or because the record needs a small correction. If the latter is the case, please be sure to close the visit once you have completed your edits.

Follow these steps:

1. Open the Patient Chart in HarmoniMD™.
2. Click on the Visits tab (red square below).
3. Once in the Visits tab, click anywhere on the desired visit (turquoise box) to open the Visit window.

The screenshot shows the patient chart for Mary Test, MRN: 2362154. The 'Visits' tab is highlighted in red. Below the patient information, there is a table of patient visits. The first visit (ID 350) is highlighted with a turquoise border.

Visit ID	Admit Department	Admission Date	Admit Type	Admit Source	Admitting User	Reason for Visit	Visit #	Condition	Disposition	Discharge Date	Audit
350		08/19/2015 10:46		Emergency room	[REDACTED]	780.60 FEVER UNSPECIFIED	2	FAIR	02-ACUTE CARE FACILITY	11/13/2017 13:21	[REDACTED]
349		08/19/2015 10:46		Emergency room	[REDACTED]	780.60 FEVER UNSPECIFIED	1	FAIR	63-MEDICARE CERTIFIED LONG TERM CARE	10/05/2017 09:01	[REDACTED]

4. Once the Visit window is open, select the **Re-Open Visit** button (yellow box below)

The screenshot shows the 'Visit' window with various fields for patient information and visit details. The 'Re-Open Visit' button is highlighted in a yellow box at the bottom left of the window.

Fields visible include: Admit Department (ADMITTING), Admit Date (08/19/2015 10:46), Admit Type (Pre-Admit), Admit Source (Emergency room), Admitting User ([REDACTED]), Reason for Visit (780.60 FEVER UNSPECIFIED), Condition (FAIR), Disposition (02-ACUTE CARE FACILITY), Discharge Date (11/13/2017 13:21), and Discharge Note.

5. Proceed with necessary edits and please remember: Close the visit when done.

Please note:

- You cannot open a past visit once a new visit has been opened.
- You cannot open multiple visits at a time.

This is to avoid errors due to multiple open visits and tampering with visits closed long ago.

Please report any issues to your IT Department as soon as they are recognized as it is much easier to resolve them when the information is current.

Thank you, *The HarmoniMD™ Team*

