

# Deleting an Encounter

Encounter notes in WITS are considered a part of the client's official electronic health record (EHR). It is your agencies responsibility to ensure you are adhering to the documentation standards set forth by IDAPA 376.

1. **Getting here:** Login, select the **Facility**, select **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select **Activity List**.

The screenshot shows the 'Client Search' interface in the Idaho-WITS Training system. The left navigation pane is visible, and the main area displays search filters and a table of results. A red circle with the number '1' points to the 'Activity List' button in the actions menu for the client 'Dierk, Kenneth'.

Actions	Unique Client #	Full Name	DOB	SSN	Gender
Profile   <b>Activity List</b>   Delete Record   Linked Consents	11125185000011E	Dierk, Kenneth	11/25/1985	000-00-0000	Male

2. Select **Encounters** on the Navigation Pane.

The screenshot shows the 'Client Activity List' interface. The left navigation pane is visible, and the main area displays a table of activities for the client 'Dierk, Kenneth'. A red circle with the number '2' points to the 'Encounters' option in the left navigation pane.

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	1/27/2015	1/27/2015	Completed
	Intake Transaction	1/27/2015	1/27/2015	Completed
	GPRA Interview (Intake)	1/27/2015	1/27/2015	Completed
	Consent (A Managed Service Contractor)	1/27/2015	2/17/2015	Completed
	Fee Determination	1/27/2015	1/27/2015	Completed
	Admission	2/17/2015	2/17/2015	In Progress (Details)
	Consent (D Williams Agency)	2/17/2015	2/17/2015	Completed
	Consent (D Williams Agency)	2/17/2015	2/17/2015	Completed
	Consent (RSS Stand Alone)	2/17/2015	2/17/2015	Completed
	Referral (D Williams Agency)	2/17/2015	2/17/2015	Completed
	Referral (RSS Stand Alone)	2/17/2015	2/17/2015	Completed
	ASAM Summary	2/17/2015	2/17/2015	Not Applicable
	Encounter Summary	3/11/2015	2/17/2015	Completed

- 3.
4. Click **Review** on the unreleased encounter you want to delete.

**NOTE: The Encounter must have a status of "Not Released". If it has been released, reject it from billing prior to proceeding with this guidance.**

5. Verify this is the Encounter you should be deleting. Take screenshots/print both screens of the Encounter as necessary. Click **Delete**.

6. Click **Yes** at the prompt.

Idaho-WITS Training

User: Linder, Carissa, WA | Location: Provider Training Agency, Treatment Location 1

Client: Dierk, Kenneth | 1112518500011E | 1

Encounter Search

Actions	Enc Date	Service	ENC ID	Rendering Staff	Program Name	Status
<b>Review</b>	3/11/2015	Intensive Outpatient (Individual)	6963	Linder, Carissa, WA	ATR 4	Not Released
		(ATR)	6944	Meyer, Carissa	ATR 4	Released
	3/17/2015	Alcohol or Drug Assessment	6943	Meyer, Carissa	ATR 4	Released

Idaho-WITS Training

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Encounter

Note Type: Individual Counseling Session

ENC ID: 6963

Service: Intensive Outpatient (Individual)

Parent Service: Intensive Outpatient (ATR)

Program Name: Treatment Location 1/ATR 4: 11/17/2014

Start Date: 3/11/2015

End Date: 3/11/2015

Start Time: 9:00 AM

End Time: 10:00 AM

Diagnoses for this Service

Primary: 305.00-Alcohol Abuse(DSM IV)

Administrative Actions

Release to Billing | **Delete**

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Client: Dierk, Kenneth | 1112518500011E | 1

Are you sure that you want to delete?

Yes No