

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**.

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

Idaho-WITS Training

User: Bastin, Crystal
Loc: Provider Training Agency, Treatment Location 1
Client: Training, Jane | 20828190000010A | Case #: 1

Printable View

Client Search

Agency: Provider Training Agency

Facility: _____

First Name: ja*

Last Name: train*

SSN: _____

DOB: _____

Idaho-WITS Training Client Id: _____

Unique Client Number: _____

Treatment Staff: _____

Provider Client ID: _____

Case Status: All Clients

Primary Care Staff: _____

Other Number: _____

Intake Staff: _____

Include Only Active Consents: Yes

Number Type: _____

Client List (Export)

Unique Client #	Full Name	DOB	SSN	Gender	Actions
20828190000010A	Training, Jane	8/28/1990	000-00-0000	Female	Profile Activity List Linked Consents

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Client Activity List

Activity	Activity Date	Created Date	Status	Actions
Client Information (Profile)	9/1/2013	10/17/2013	Completed	Review
Intake Transaction	9/1/2013	10/17/2013	Completed	Review
Admission	9/1/2013	10/17/2013	Completed	Review
Client Program Enrollment (Adult Intensive Outpatient)	9/1/2013	10/17/2013	Enrollment In Progress Details	Review
Consent (SLD Provider Training Agency)	9/1/2013	1/22/2014	Revoked	Review
Consent (D Williams Agency)	9/1/2013	2/18/2014	Completed	Review
Encounter Summary	2/21/2014	10/4/2013	Completed	Review

- 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.

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

- Click **Yes** at the prompt.

Idaho WITS Training

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Generate Report Printable View

January 2014 Rev 1 Logout

Encounter Search

Start Date: 2/21/2013 End Date: 2/21/2014
Rendering Staff: Service:
Encounter Status: Program:

Encounter List/Export

Enc. Date	Service	ENC ID	Rendering Staff	Program Name	Status	Actions
2/21/2014	Transportation of Client	3298	Bastin, Crystal	Adult Intensive Outpatient	Not Released	Review View Notes
2/21/2014	Alcohol or Drug Assessment	3276	Willingham, Robert L. WA	Adult Intensive Outpatient	Not Released	Review View Notes
2/21/2014	Drug/Alcohol Testing	2923	Willingham, Robert L. WA	Adult Intensive Outpatient	Released	Review View Notes
1/28/2014	OP and IOP (Group)	3231	Bastin, Crystal	Adult Intensive Outpatient	Released	Review View Notes
1/27/2014	Drug/Alcohol Testing	3232	Bastin, Crystal	Adult Intensive Outpatient	Released	Review View Notes
1/25/2014	OP and IOP (Group)	3147	Buskey, Michelle	Adult Intensive Outpatient	Released	Review View Notes

Clear Go Add Encounter Record

Idaho WITS Training

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Generate Report Printable View

Encounter for Training, Jane

Note Type: RSS Notes
ENC ID: 3298 Created Date: 2/21/2014 1:32 PM
Service: Transportation of Client
Parent Service:
Program Name: Treatment Location 1/Adult Intensive Outpatient : 9/1/2013 -
Service Location: Transportation Start Date: 2/21/2014 End Date: 2/21/2014
Start Time: End Time:
Duration: # of Service Units/Sessions: 25
Pregnant: Emergency: # of Service Units/Sessions: 25

Diagnoses for this Service

Primary: 303.90-Alcohol Dependence(DSM)
Secondary:
Tertiary:

Rendering Staff: Bastin, Crystal
Supervising Staff:
Referring Phys:

Administrative Actions
[Release to Billing](#) [Delete](#)

Cancel Save Finish

Idaho WITS Training

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Generate Report Printable View

Are you sure that you want to delete?

Yes No