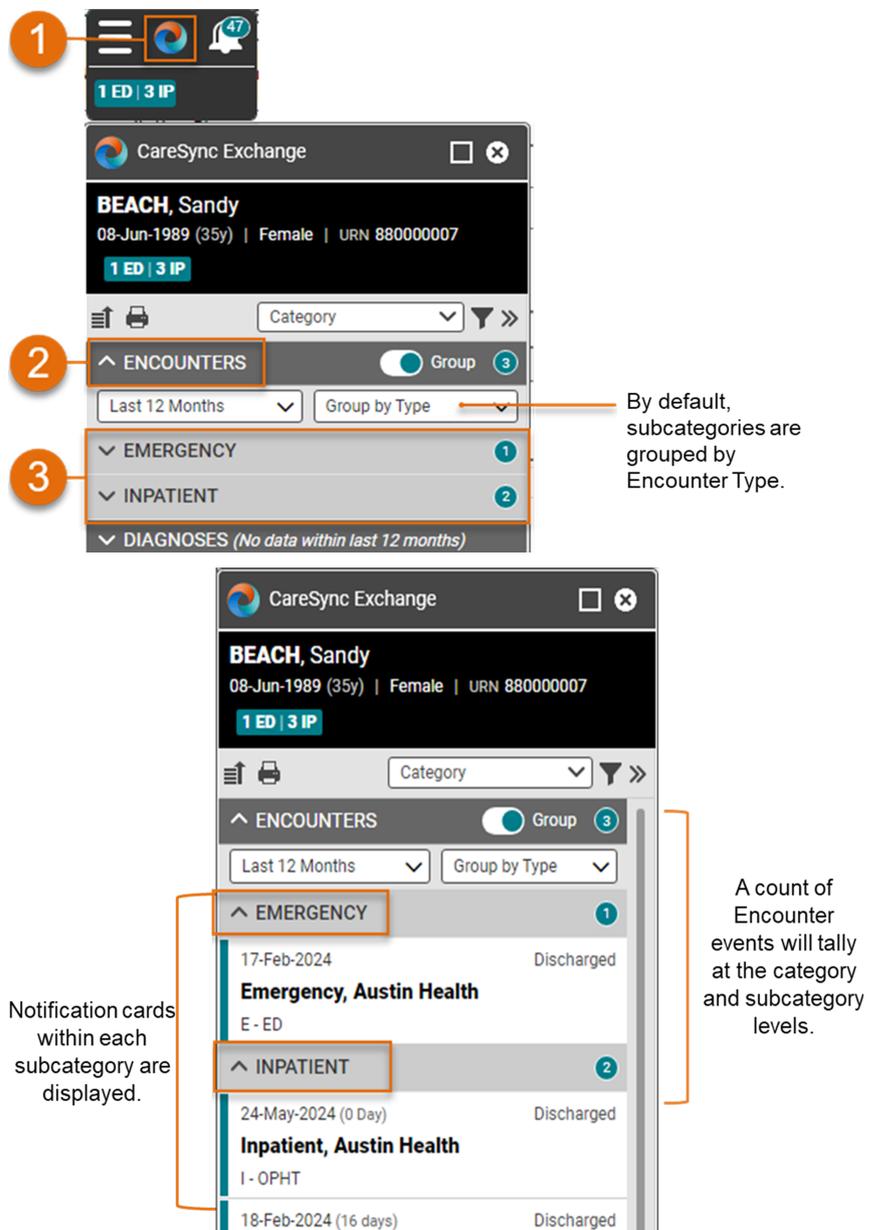


## How to locate past hospital visits data

- [Step 1 Locate hospital visits data by Encounter Type](#)
- [Step 2 View detailed hospital visit data](#)
- [Change date range of data \(optional\)](#)
- [Change how data is grouped \(optional\)](#)

### Step 1 | Locate hospital visits data by 'Encounter Type'

- 1 With your patient record open, launch CareSync Exchange.
- 2 Locate the Encounters category and expand to view the subcategories.  
  
By default, the subcategories are grouped by Type.
- 3 Expand subcategories to review past hospital visits data



**1** With your patient record open, launch CareSync Exchange.

**2** Locate the Encounters category and expand to view the subcategories.  
By default, the subcategories are grouped by Type.

**3** Expand subcategories to review past hospital visits data

By default, subcategories are grouped by Encounter Type.

A count of Encounter events will tally at the category and subcategory levels.

Notification cards within each subcategory are displayed.

Encounter Type	Date	Location	Status
EMERGENCY	17-Feb-2024	Emergency, Austin Health	Discharged
INPATIENT	24-May-2024 (0 Day)	Inpatient, Austin Health	Discharged
INPATIENT	18-Feb-2024 (16 days)	Inpatient, Austin Health	Discharged

## Step 2 | View detailed hospital visit information

1 Select a card from the notification list.

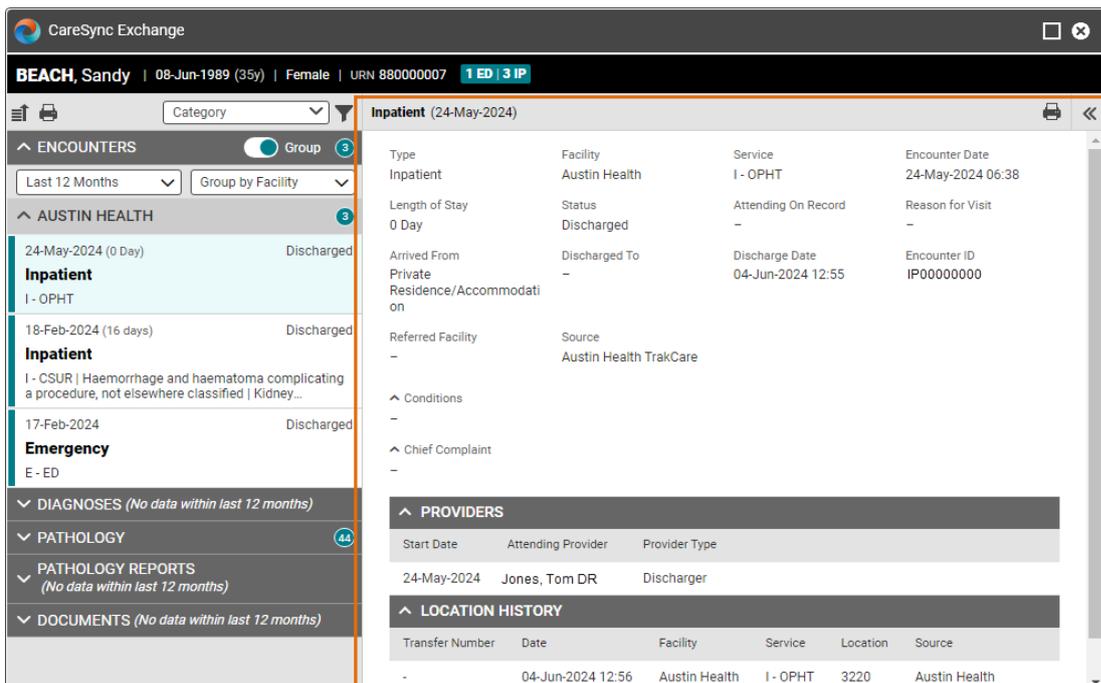
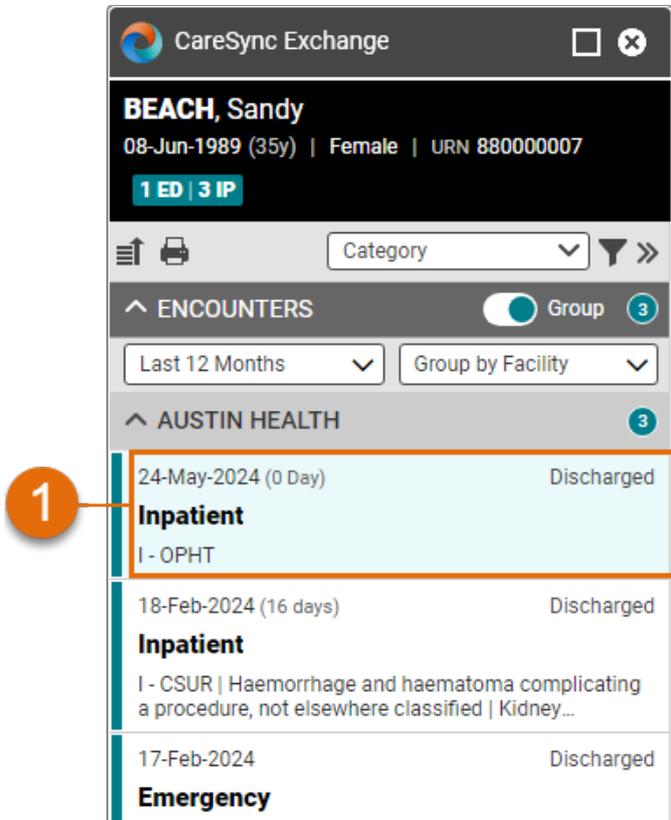
By default, CareSync Exchange groups the patient data by Type.

2 The details window will launch to the right providing:

To change the grouping to Facility, click the chevron and select Facility.

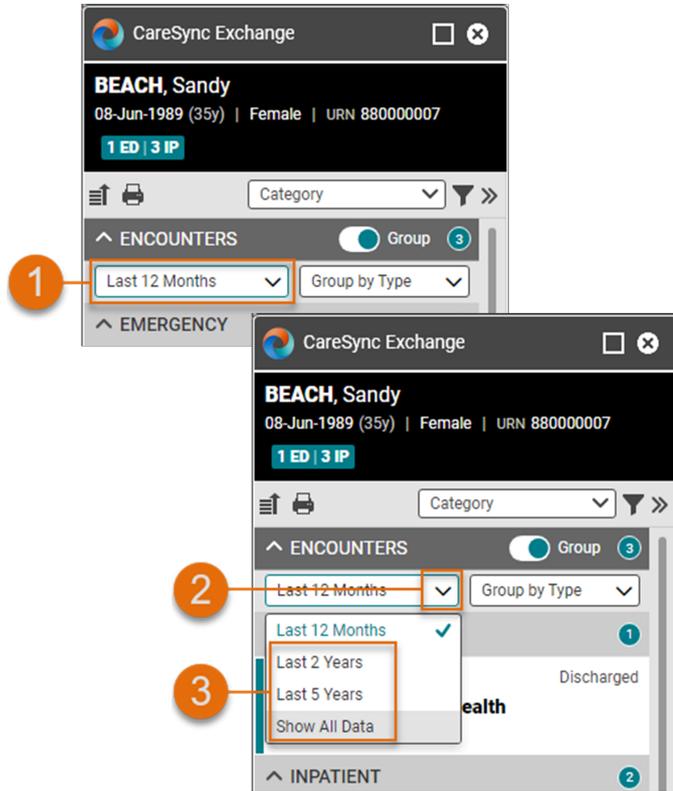
- General information
- Providers
- Location History

The Providers and Location History sections can be collapsed, and a vertical scrollbar is available to navigate through the details presented.



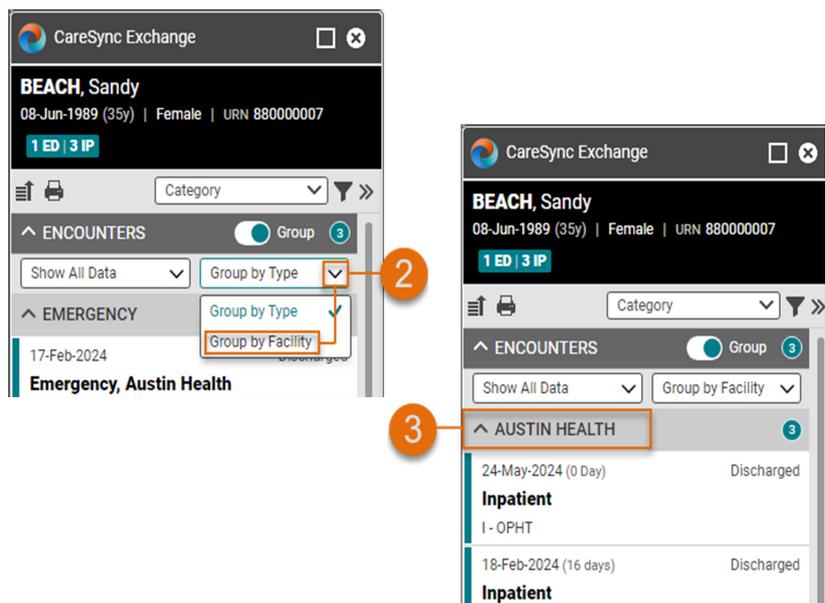
## Optional | Change date range of data

- 1 By default, CareSync Exchange will provide data for the last 12 months.
- 2 To change the date range, click the chevron and a dropdown list will appear.
- 3 Select from the list provided:
  - Last 2 years
  - Last 5 Years
  - Show All Data



## Optional | Change how data is grouped

- 1 By default, CareSync Exchange groups the patient data by Type.
- 2 To change the grouping to Facility, click the chevron and select Facility.
- 3 Subcategory will now be grouped by Facility vs Type.



Grouping is 'sticky' at the user level, for all future sessions, even when changing patient records.