

# Using Encounters to Review Past Hospital Visits

CareSync Exchange displays hospital visits in various formats. This guide provides the knowledge and understanding for viewing and filtering emergency, inpatient and outpatient information.

## Reviewing Past Hospital Visit Information

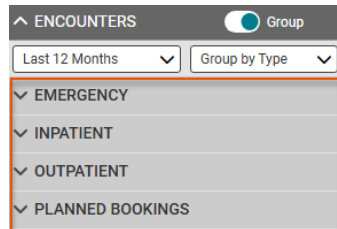
- [Step 1 | Locate Hospital Visits by Encounter Type](#)  
Expand the Encounters section to locate past hospital visits grouped by encounter type.
- [Step 2 | View Detailed Hospital Visit Information](#)  
Select an encounter card to review visit details, providers, and location history.

## Optional Refinement Controls

- [Ungroup to View in Chronological Order](#)  
Turn off the grouping function allowing you to view patient events in the order they occurred.
- [Change the Date Range](#)  
Adjust the timeframe to display hospital visits from the period most relevant to your clinical review.
- [Change Grouping to By Facility](#)  
Organise hospital visits by facility to review care episodes by health service location.

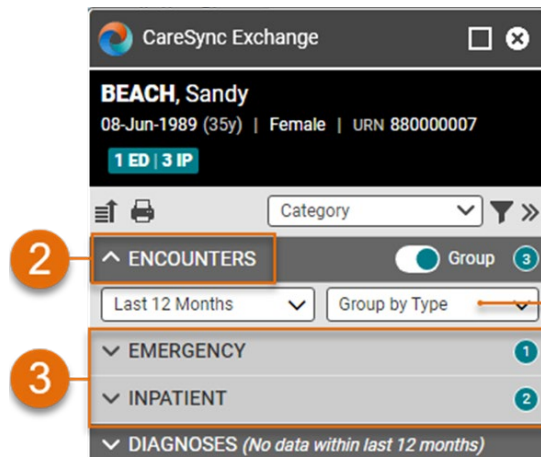
## Step 1 | Locate Hospital Visits by Encounter Type

CareSync Exchange has 4 subcategories available within the Encounters domain, as shown in this image. Only those containing events for the selected patient are displayed.



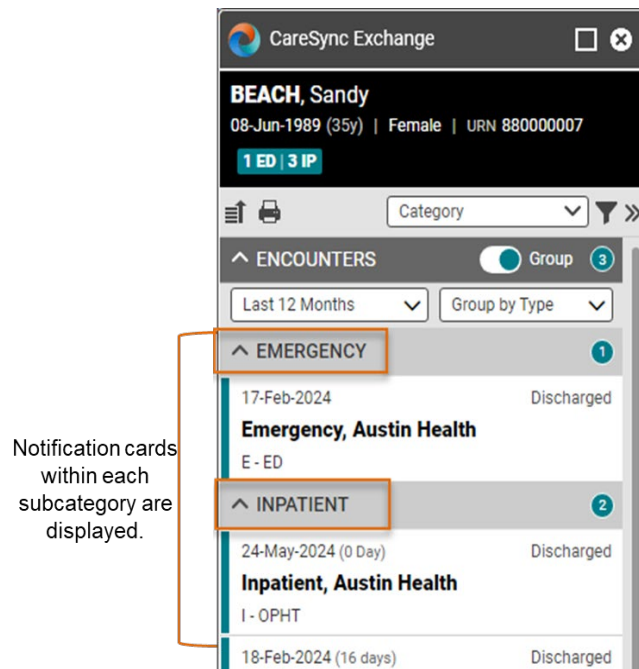
1. Launch CareSync Exchange.
2. Locate the Encounters category and expand to view the encounter subcategories.

By default, the subcategories are grouped by Type.



By default, subcategories are grouped by Encounter Type.

3. Expand the relevant subcategory to review past hospital visit cards.



Notification cards within each subcategory are displayed.




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

## Step 2 | View Detailed Hospital Visits Information

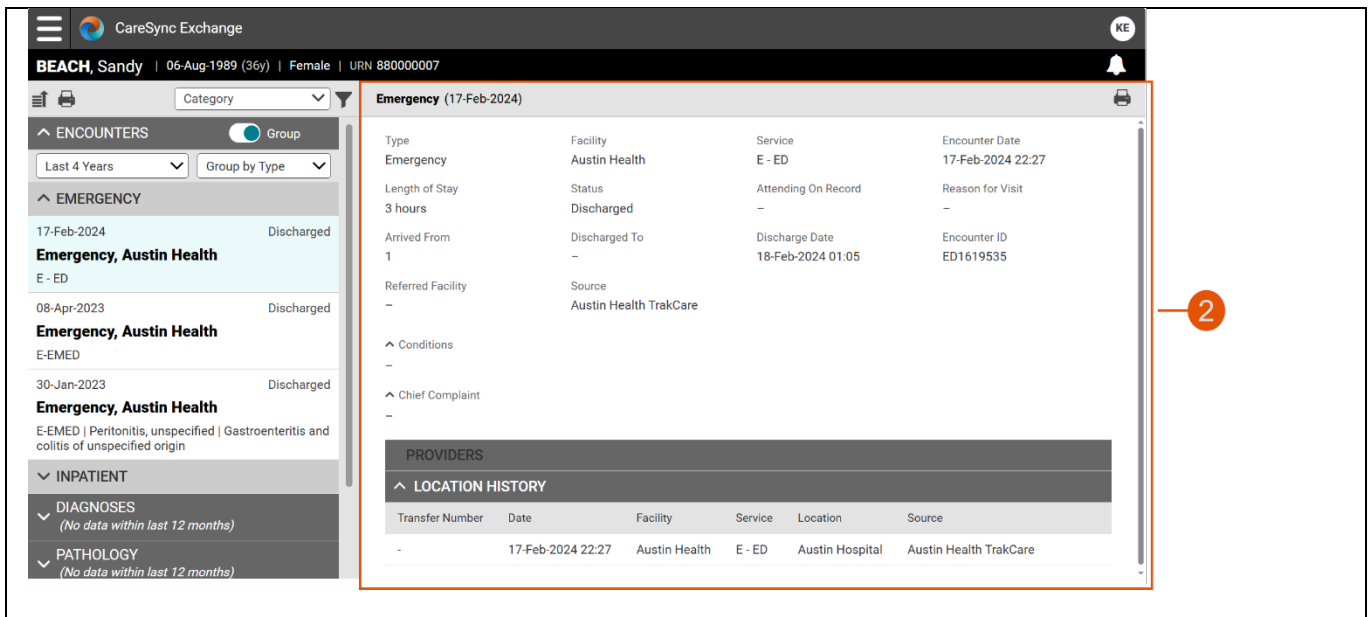
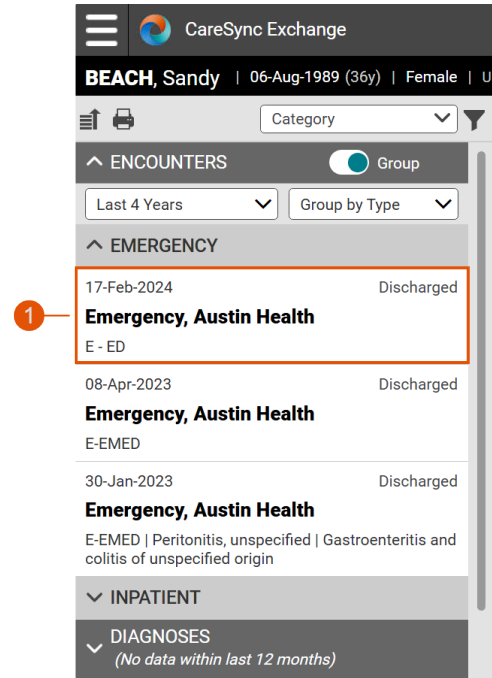
1. Select a card from the notification list.

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

2. The details window will launch to the right providing:

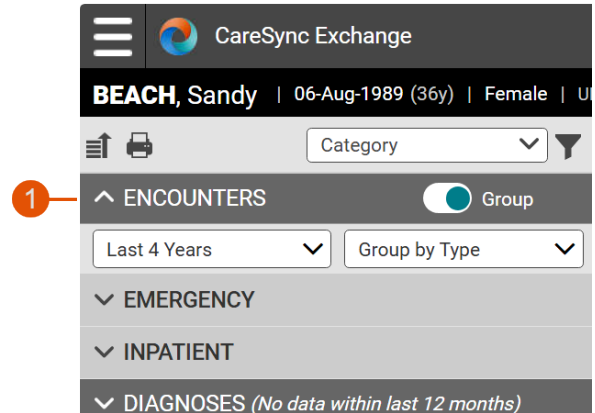
-  General information
-  Providers
-  Location History

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



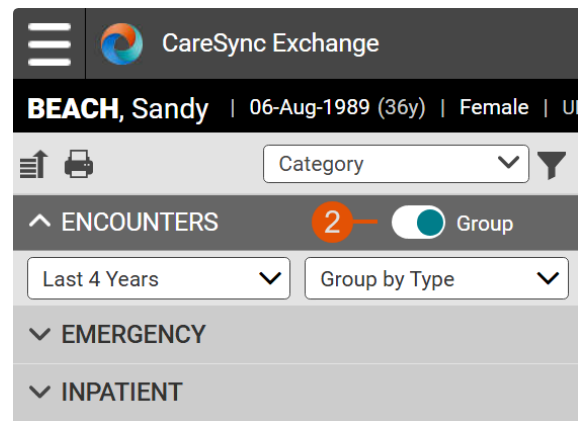
## Optional | Ungroup to View in Chronological Order

1. Locate and expand the Encounters domain.



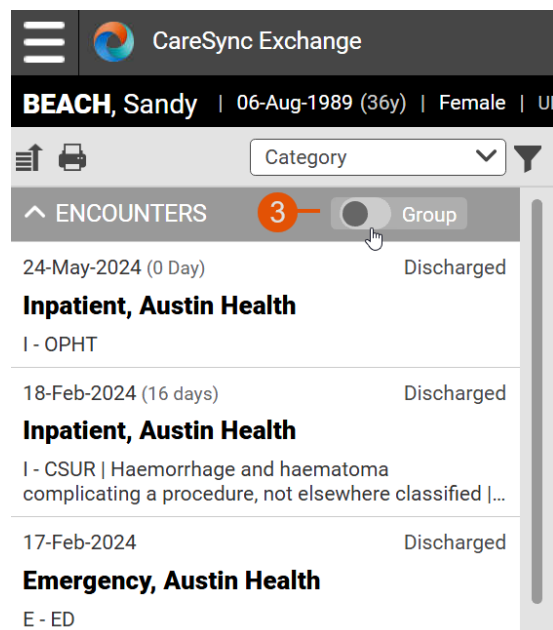
2. Locate the Group toggle.

By default, the Group toggle is on, grouping patient events by Type.



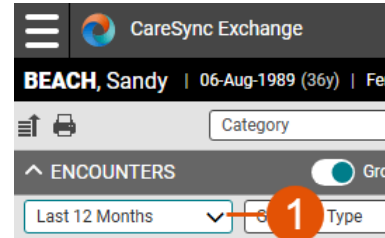
3. Click on the Group toggle to turn it off.

Patient events are now listed in the order they occurred.



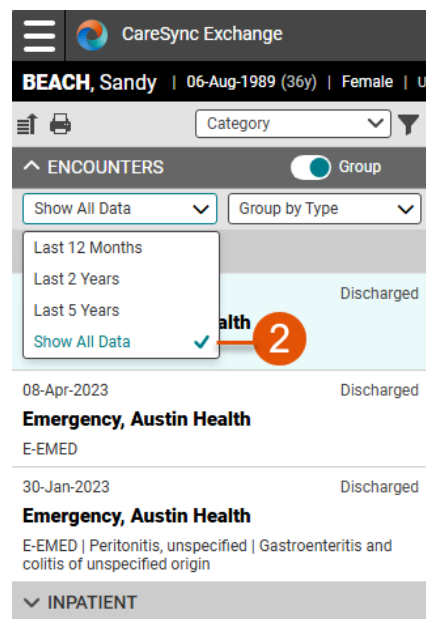
## Optional | Change date range of data

1. Locate the Date Range control.



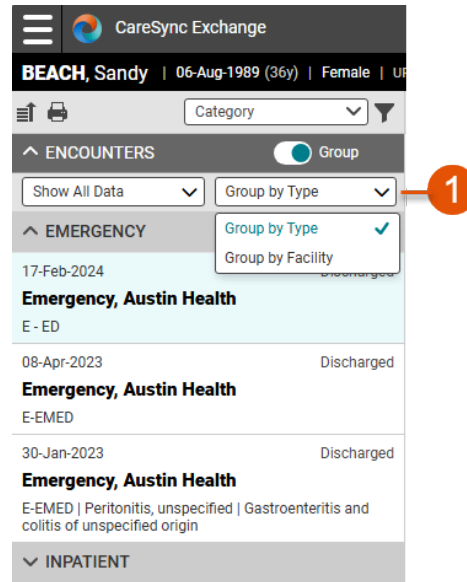
No data for this timeframe

2. Selecting the Date Range control dropdown arrow displays the available date range options, allowing the timeframe of displayed information to be adjusted.



## Optional | Change data grouping to By Facility

1. By default, CareSync Exchange groups data by Type. To group by Facility, click on Group by and select Facility.



2. Patient data is now grouped by Facility.

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

