

Backdate

Last Modified on 30/10/2024 3:32 pm AEDT

Backdate an encounter up to 7 days to allow sufficient time to catch up on home or weekend visits. The 7-day limit is imposed for medico-legal reasons and should provide sufficient time. Any changes to an encounter will create an **Audit Note** in the **History** view.

To backdate an encounter:

- 1. Go to Zedmed's **Reception** tab.
- 2. Select Clinical Records.

The Zedmed Clinical console will open.

3. Start an encounter with the patient.

For a detailed explanation of how to do this, see the Start an encounter article.

When the encounter starts, the Current Encounter pane will open and display the clinical modules.

4. Select **Backdate** from the **Current Encounter** menu.



The Start Date dialog will open.

5. Select a date up to 7 days earlier.

Choosing a date that is more than 7 days earlier will result in an error message.

6. Select **OK** to save and exit.

Current Encounter - Duration: 00:05:14	
Problems Drugs Observations Referrals Immunisations Allergies Diagrams Ten	nplates Pregnancy Calculators
(+) Undefined Problem	Start Date X
	Date RFEs Management Plan
	▲ October 2024 ▶ Mon Tue Wed Thu Fri Sat Sun 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3
History View	4 5 6 7 8 9 10 Today: 4/10/2024
 ≈ 1 2 3 7 ⊕ Elling Otext Encouncer hysical search Wizard Visible: All Consultation (Search History (Search History	Time 09:35 AM ✓ ✓ ✓ QK X ⊆ancel

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