Releasing Encounters from the Encounter List
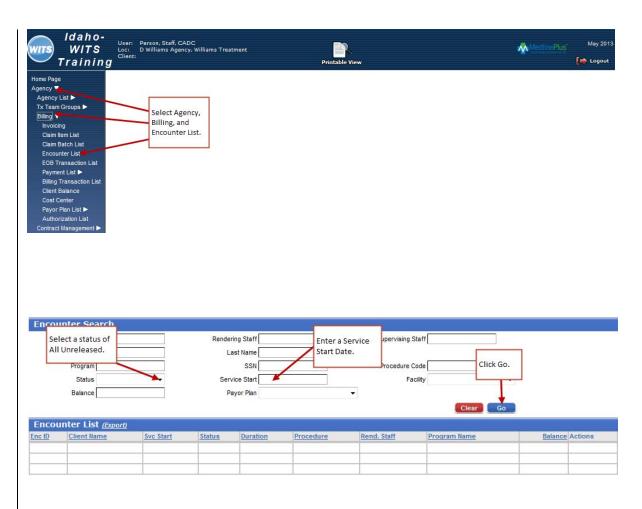
Both the billing information and the clinical information can be viewed from the Encounter List.
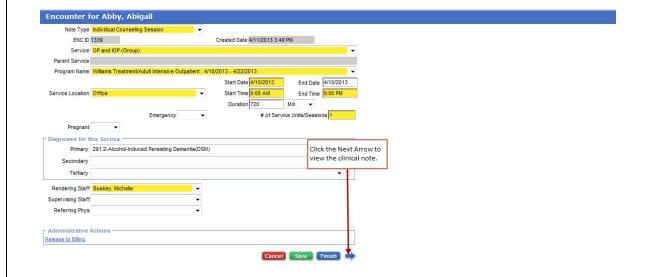
1. **Getting here:** Login, select the **Facility,** click **Agency**, **Billing**, and click **Encounter List** on the navigation pane.

2. Select **All Unreleased as the status** (this will also allow you to view rejected and unreleased encounters), enter the **Service Start Date**, and click **Go**.

   NOTE: to search by rendering staff you must enter the name exactly as it appears in WITS (last name, first name, credentials).
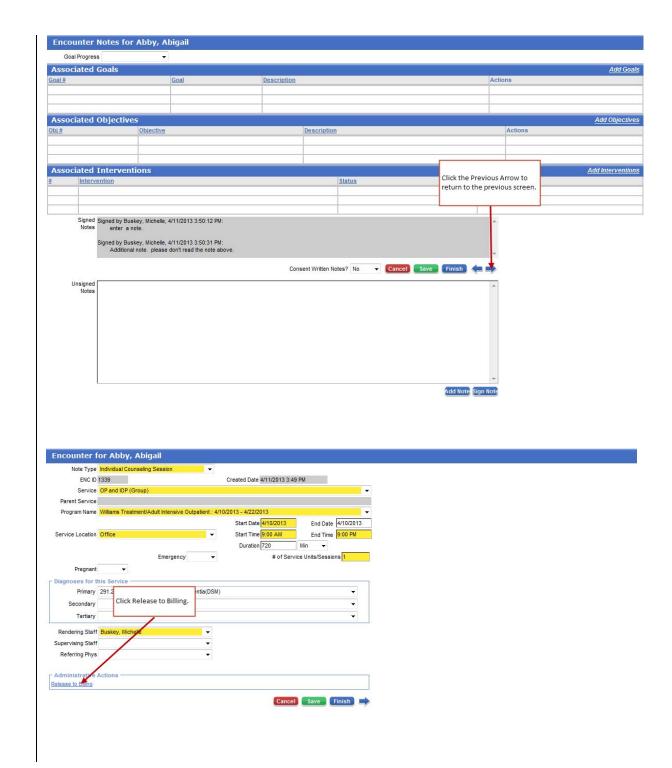
3. Click **Profile** to review the individual Encounter note.

4. Click the **Next Arrow** to review the clinical note (if necessary).

Encounter Search

Enc ID		Rendering Staff		Supervising Staff	
First Name		Last Name			
Program		SSN		Procedure Code	
Status	All Unreleased ▼	Service Start	4/10/13	Facility	▼
Balance		Payor Plan	▼		

Click Profile to review the Encounter Note.

Clear   Go

Encounter List *(Export)*

Enc ID	Client Name	Svc Start	Status	Duration	Procedure	Rend. Staff	Program Name	Balance	Actions
1339	Abby, Abigail	4/10/2013	Not Released	720 Min	H0004	Buskey, Michelle	Adult Intensive Outpatient	$0.00	Profile
1345	Abby, Abigail	4/10/2013	Not Released	90 Min	H0005	Willingham, Robert L., LCSW	Adult Intensive Outpatient	$0.00	Profile
1342	Abby, Abigail	4/10/2013	Not Released	60 Min	H0006	Buskey, Michelle	Adult RSS	$0.00	Profile
1325	Ackerson, Susan	4/10/2013	Not Released	30 Min	H0006	Buskey, Michelle	Adult Outpatient	$0.00	Profile

Encounter for Abby, Abigail

Note Type	Individual Counseling Session ▼
ENC ID	1339	Created Date 4/11/2013 3:49 PM
Service	OP and IOP (Group) ▼
Parent Service	
Program Name	Williams Treatment/Adult Intensive Outpatient : 4/10/2013 - 4/22/2013 ▼

Start Date 4/10/2013   End Date 4/10/2013

Service Location Office ▼   Start Time 9:00 AM   End Time 9:00 PM

Duration 720   Min ▼

Emergency ▼   # of Service Units/Sessions 1

Pregnant ▼

Diagnoses for this Service

Primary	291.2-Alcohol-Induced Persisting Dementia(DSM)
Secondary	
Tertiary	▼

Click the Next Arrow to view the clinical note.

Rendering Staff	Buskey, Michelle ▼
Supervising Staff	▼
Referring Phys	▼

Administrative Actions

Release to Billing

Cancel   Save   Finish ➡

2

5. Click the **Previous Arrow** to return to the previous screen.

6. Click **Release to Billing**.

Encounter Notes for Abby, Abigail

Goal Progress

Associated Goals   Add Goals

Goal #	Goal	Description	Actions

Associated Objectives   Add Objectives

Obj #	Objective	Description	Actions

Associated Interventions   Add Interventions

#	Intervention	Status

Click the Previous Arrow to return to the previous screen.

Signed Notes
Signed by Buskey, Michelle, 4/11/2013 3:50:12 PM:
enter a note.

Signed by Buskey, Michelle, 4/11/2013 3:50:31 PM:
Additional note. please don't read the note above.

Consent Written Notes? No   Cancel Save Finish ← →

Unsigned Notes

Add Note Sign Note

Encounter for Abby, Abigail

Note Type	Individual Counseling Session
ENC ID	1339
Created Date	4/11/2013 3:49 PM
Service	OP and IOP (Group)
Parent Service	
Program Name	Williams Treatment/Adult Intensive Outpatient : 4/10/2013 - 4/22/2013

Start Date 4/10/2013   End Date 4/10/2013

Service Location Office   Start Time 9:00 AM   End Time 9:00 PM

Duration 720 Min

Emergency   # of Service Units/Sessions 1

Pregnant

Diagnoses for this Service

Primary 291.2   ntia(DSM)

Click Release to Billing.

Secondary

Tertiary

Rendering Staff Buskey, Michelle

Supervising Staff

Referring Phys

Administrative Actions

Release to Billing

Cancel Save Finish →

3

7. The Encounter is Released.

ⓘ This encounter has been released and should not be edited.

Encounter Search

Enc ID		Rendering Staff		Supervising Staff	
First Name		Last Name			
Program		SSN		Procedure Code	
Status	All Unreleased	Service Start	4/10/13	Facility	
Balance		Payor Plan			

Clear   Go

Encounter List *(Export)*

Enc ID	Client Name	Svc Start	Status	Duration	Procedure	Rend. Staff	Program Name	Balance	Actions
1345	Abby, Abigail	4/10/2013	Not Released	90 Min	H0005	Willingham, Robert L., LCSW	Adult Intensive Outpatient	$0.00	Profile
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