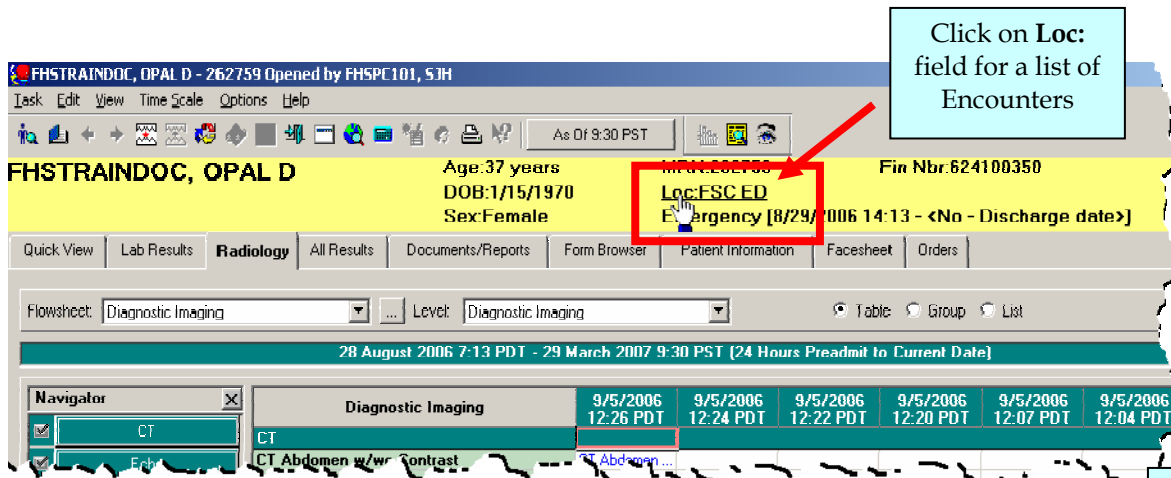# ACIS: How To Change Encounters in a Patient's Chart
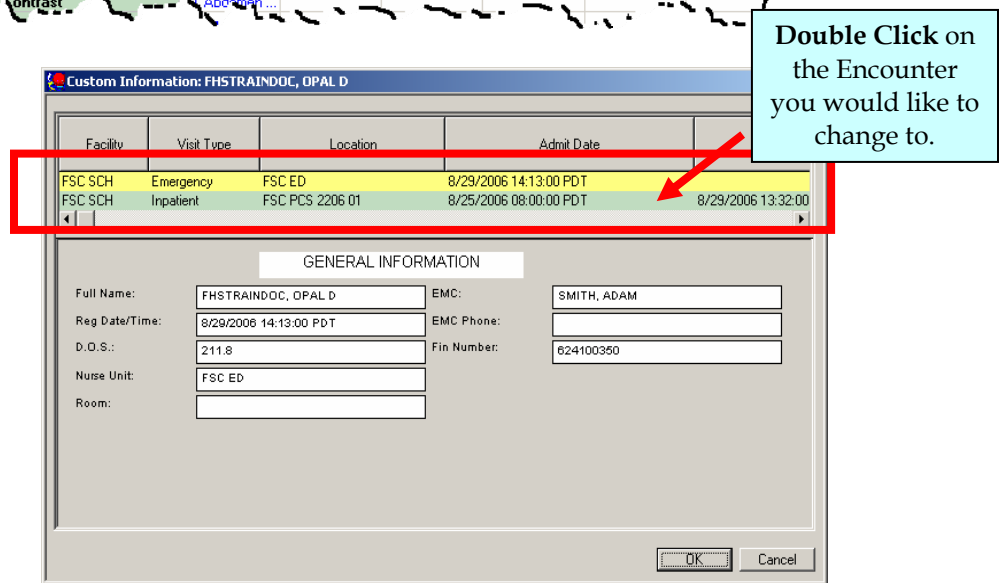
When you open a patient's chart, you are only looking at one "Encounter" (i.e. visit) at a time. The **Quick View**, **Lab Results**, **Radiology**, **All Results**, **Documents/Reports**, **Discharge Documents** and **Facesheet** tabs have a default search criteria that is based off of the encounter you have selected (unless you have changed your defaults). In order to view information from a different encounter, you may need to switch the chart to that encounter.

To change encounters from within a patient's chart:

1. Login to **PowerChart** and open the patient's chart you would like to view.

2. On the yellow Demographic Bar, there is a **Loc:** field that tells you where the patient is located. This field is a "link" to the patient's visit list which shows all of the patient's visits (or encounters). Single click on the **Loc:** field. This will open the **Custom Information** window.

3. Double Click on the encounter you would like to change the chart to.

4. A message box will open asking if you are sure you want to change the patient's chart to the selected encounter. Click on the **Yes** button to confirm.

5. Click on the **OK** button.

6. Look on the yellow Demographic Bar to confirm that the chart was changed to the selected encounter.

Tip: *The encounter can also be changed by going to the **Patient Information** tab, then clicking on the **Visit List** tab. Then complete steps 3 & 4 to switch the chart to a different encounter.*