

Changing Service Dates

- 1) Search for patient and click “Details”
- 2) Double click on the Encounter from the list provided.
- 3) In the upper-right corner of the screen, click “Options” and select “Change Criteria”
- 4) Enter your gEHRiMed password if prompted.
- 5) Edit Date of Service and click “Update Encounter”
- 6) Notify Adam as to the original and new service dates in addition to patient names affected. These changes will need relayed to the billing department so Medicare or other insurance can be updated with the corrected information.