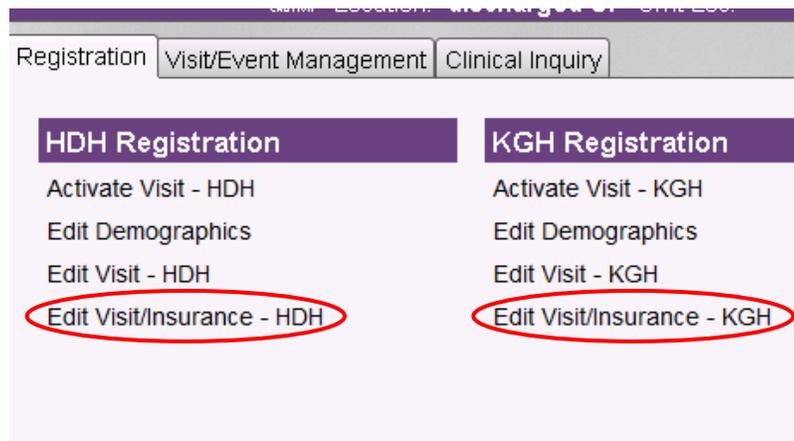**EDITING AN EXISTING VISIT IN PCS**

When a visit has already been created in PCS and needs to be changed to a 'Telephone Visit', please follow the below steps:

1. Select Patient Search

2. Enter patient CR#

3. Select the visit you wish to edit.

4. For HDH visits - Select 'Edit Visit – HDH'
   For KGH visits – Select 'Edit Visit – KGH'

5. Choose which number/heading needs to be changed from the screen that populates below.

6. Enter through until you (A) to Accept.