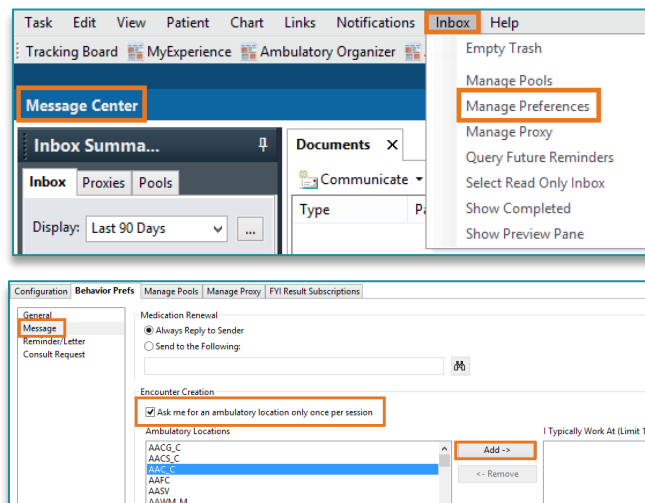


It is important to associate the correct location when creating an In-Between encounter as this will ensure tasks and orders populate the correct task lists for staff to manage.

Setting a Default In-Between Encounter Location

This task is completed from within Message Center.

- STEP 1:** Click **Inbox** from the top task bar.
- STEP 2:** Select **Message Preferences**.
- STEP 3:** Click **Message** from the **Behavior Prefs** tab.
- STEP 4:** Select the location(s) from the **Ambulatory Locations** list.
- Click **Add** to move them to the **I Typically Work At** box.
 - Click **Ok**.



NOTE: Leave the “Ask me for an ambulatory location only once per session” box unchecked if you work in more than one location. This will allow a prompt to always ask you the correct location when creating in-between encounters.