

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

**STEP 1:** Navigate to **Message Center**.

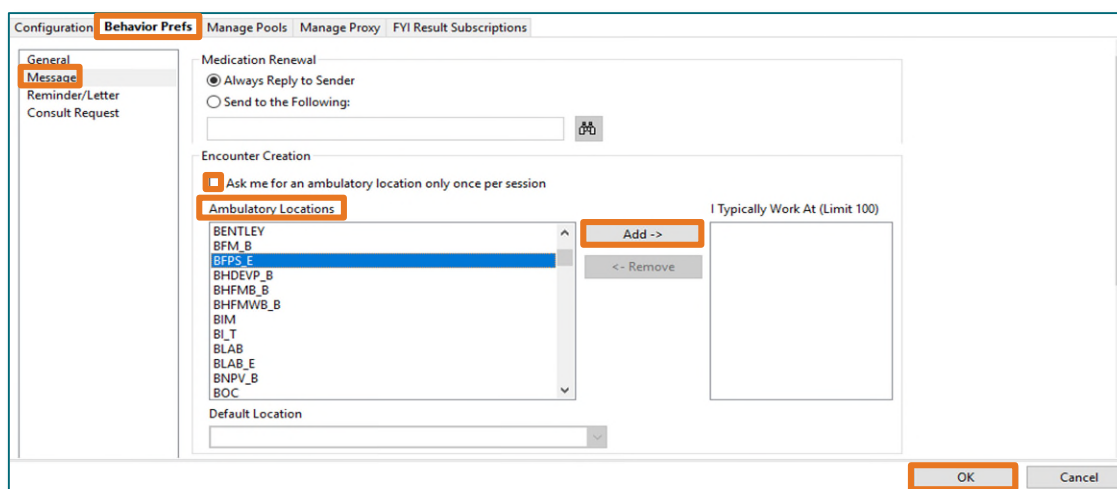
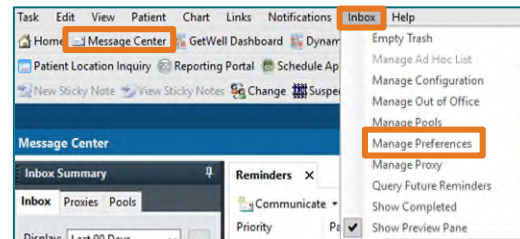
**STEP 2:** Select **Inbox** menu at the top of the screen.

- Select **Manage Preferences**.
  - Set up window opens.

**STEP 3:** In the **Behavior Prefs** tab, select **Message**.

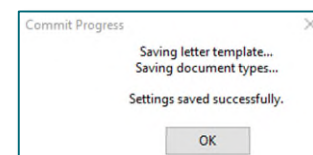
**STEP 4:** Select the location(s) from the **Ambulatory Locations** list.

- Click **Add** to move them to the **I Typically Work At** box.
- Click **OK**.



**NOTE:** To remove location(s), select location from the **I Typically Work At** box, click **Remove**.

**STEP 5:** Click **OK** to confirm that settings saved successfully.



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