

CHECKING IN AN APPOINTMENT HOSPITAL INFORMATION SYSTEM (HIS)

ALL ROLES

USING THE SCHEDULING APPOINTMENT BOOK APP INPATIENT APPOINTMENT:

- 1. Open the Scheduling Appointment Book from the App Bar
- 2. Right-Click on the appointment and select "Actions."
- From the "Actions" menu, select
 "Check In." The check-in window opens with the patient details.
- Verify the information and click "OK." (Note: Verify the patient's location.)
- 5. The **"Available Conversations "** window opens.
- 6. Select the **Inpatient conversation type** from the drop-down menu.
- Complete the required information in the Registration window (Falls Risk Questions – select Unknown; Anything in yellow such as: What Pronouns do you use – "Do Not Know"; Off service – "NO"; Assigned Accommodation – "Ward"; Accommodation Reason – "Admitting Request"; Bed Service – this one is code value grouped so one just needs to click the dropdown). <u>DO NOT</u> <u>Change Date or Time on Encounter Tab.</u>
- 8. The patient's appointment is now **checked in**.





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OPERATION

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Check In window with patient details

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				Age: 24 Years			es: Fenale	
TEST PATIENT, CUPCAR	General Summary Details	Orders G	uidelines Notification	Conversation Summaries	Itineraries	Locks	Eligibility	Booking Note
- 🍁 GIMRAC Follow Up 2	Date:			Time:				
	20/Jun/2024		÷ -	1638				
	Tracking location:							
	(hone)							
	Commenter							
	Controla.							
	Person Name	Enc Type						
	Person Name TEST PATIENT, CUPCAKE PINK	Enc Type PreReg						
	Person Name TEST PATIENT, CUPCAKE PINK	Enc Type PreReg						
	Person Name TEST PATIENT, CUPCARE PINK	Enc Type PreReg						
	Person Name TEST PATIENT, CUPCAKE PINK	Enc Type PheReg						
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	Person Name TEST PATIENT, CUPCAKE PBK	Enc Type PheReg	Guar Pret En	c Pint View	Modify		Set Enc	Owy

Verify information and click OK



Inpatient Registration OP Ambulatory Registration

Select the Conversation Type

1000					
ALast Name	*First Name	Middle Name	Preferred First Name	Maidan Name	-
TEST PATIENT	CLPCAG PINK				
Maiden Last Name:	Malden First Name:	What was your sex assigned at bits	*What is your current set:b	"What pronoun(s) do you use?:	
		Female 🗸 🗸	Female	She/Her v	
Persenana Other	"Birth Date (DD-MMM-VIVV)	Age	Medical Record Northers	EN:	
	01/Jan/2000 🔆 =	24Y	11001745	22-002067	1
Provincial Health Card Inform	100				
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*Markel Status Single What language do you feel	v most comfortable speaking in with your provider		ATTECO IN QUART PAG		
*Marital Status: Single 	v v				
"Marinal Status Single — What language do you feel "What language do you feel English	v v v v v v v v v v v v v v v v v v v		Anneon Rocqueen And		
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*Markal Statuce Single 	control of the provider o				

Complete the Registration required fields and click OK

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4		Mon, 03/Jun/2024
	8:00 AM	
-	8:15 AM	
	9-21 V	TEST PATIENT, CUPCAKE PINK
T	8:45 AM	GIMRAC Follow Up 20

The appointment is Checked in and turns green



2