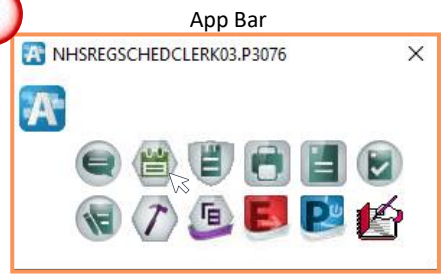## ALL ROLES

USING THE SCHEDULING APPOINTMENT BOOK APP 🗒 TO CHECK IN AN ==INPATIENT== APPOINTMENT:

1. Open the Scheduling Appointment Book from the App Bar

2. Right-Click on the appointment and select **"Actions."**

3. From the **"Actions"** menu, select **"Check In."** The check-in window opens with the patient details.

4. 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.

7. 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). ==DO NOT Change Date or Time on Encounter Tab.==

8. The patient's appointment is now **checked in**.

App Bar
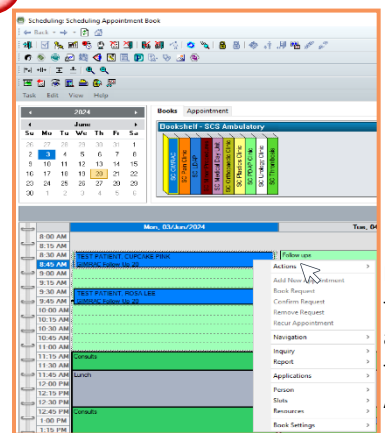
Note: there are more ways available to check in an
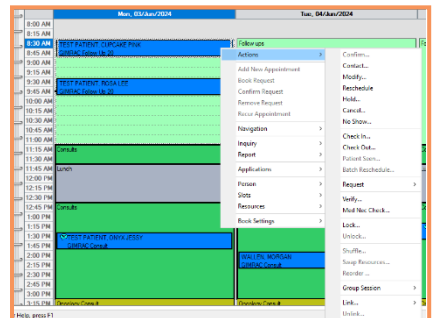
Select Appointment Book

Check-In icon 📊, the appointment Inquiry icon 👁

Right-click on the appointment to select Actions

Select Check In

4

Check In window with patient details

Verify information and click OK

8

The appointment is Checked in and turns green

5

Available Conversations window opens

6

Select the Conversation Type

7

Complete the Registration required fields and click OK