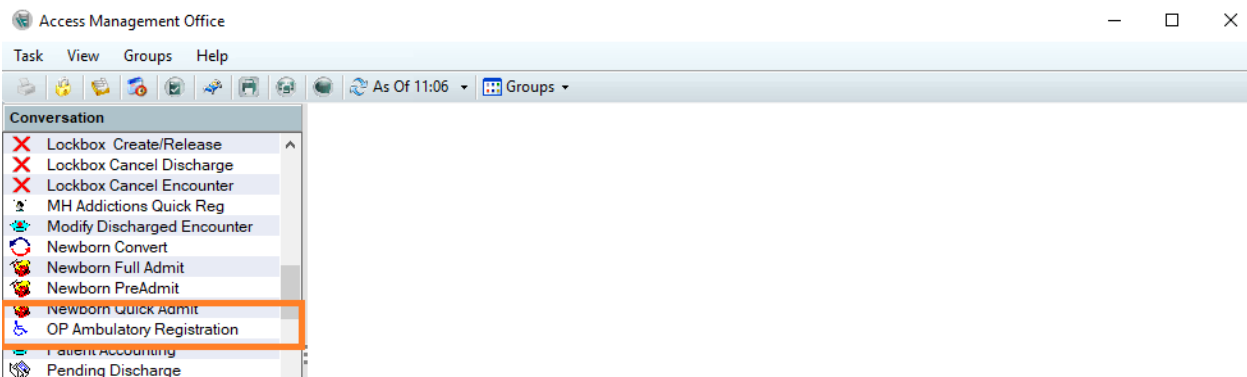




ED TO DAY SURGERY MANUAL REGISTRATION HOSPITAL INFORMATION SYSTEM (HIS)

For patients going to the OR from the ED with the intent to be sent home post-operatively and not admitted. Because the “Admit to Day Surgery” PAO does not automatically update the encounter type, registration staff will have to manually flip the Emergency encounter into a Day Surgery encounter.

1. Physician in the ED will place an “**Admit to Day Surgery**” PAO which will land the patient on the transfer list in Capacity Management, however, the encounter type will still say “**Emergency**”.
2. The ED Nurse or ED Ward Clerk places a call to the registration clerk or the bed monitor to inform them that there is a patient that needs to be admitted to Day Surgery.
3. The registration clerk or bed monitor will open up Access Management Office, or the Conversation Launcher and navigate to the “**OP Ambulatory Registration**” conversation.



4. Search for the patient using the **FIN** or health card number if available, or Health Card/First and Last name/DOB if FIN is not available.
5. From the bottom pane select the ED Encounter and select **OK** (DO NOT SELECT ADD ENCOUNTER).

MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
11002875		ZZTESTNACRS, EDTODSTOINPT	1234-567-889	BB	Male	01/Mar/1984	40 Years	No
11002571		ZZTEST, EDTODS	1234-567-890		Female	01/Feb/1960	64 Years	No

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Medical Service	Location
SCS	11002571	22-006922	22-008175	Emergency	1/2024-Dec-11 12:16			Emergency	SC ED
SCS	11002571	22-002721	22-003752	Inpatient	2024-Jun-14 10:54		2024-Jun-21 09:03	General Surgery	SC 5AB

6. Navigate directly to the **Encounter Information** tab and update the following fields:
- Inpatient/Ambulatory Unit: update to SC DS, NF DS, or WS DS3W accordingly

* Inpatient/Ambulatory Unit:

- Encounter Type: update from Emergency to **Day Surgery**


* Encounter Type:

- Service: select medical service as listed in the PAO (see transfer list in Cap Man). Ex: General Surgery, Orthopaedic Surgery, Gynecology etc.

* Service:

- Attending Provider: update to the surgeon

* Attending Provider:

7. Click **OK** to file the registration. The encounter type will now be saved as Day Surgery.
8. There is no need to transfer the patient using Capacity Management as the patient was registered to the Day Surgery location (SC DS, NF DS, or WS DS3W). If the patient is admitted, there will be another PAO placed and the patient can be assigned a bed on the inpatient unit from there.