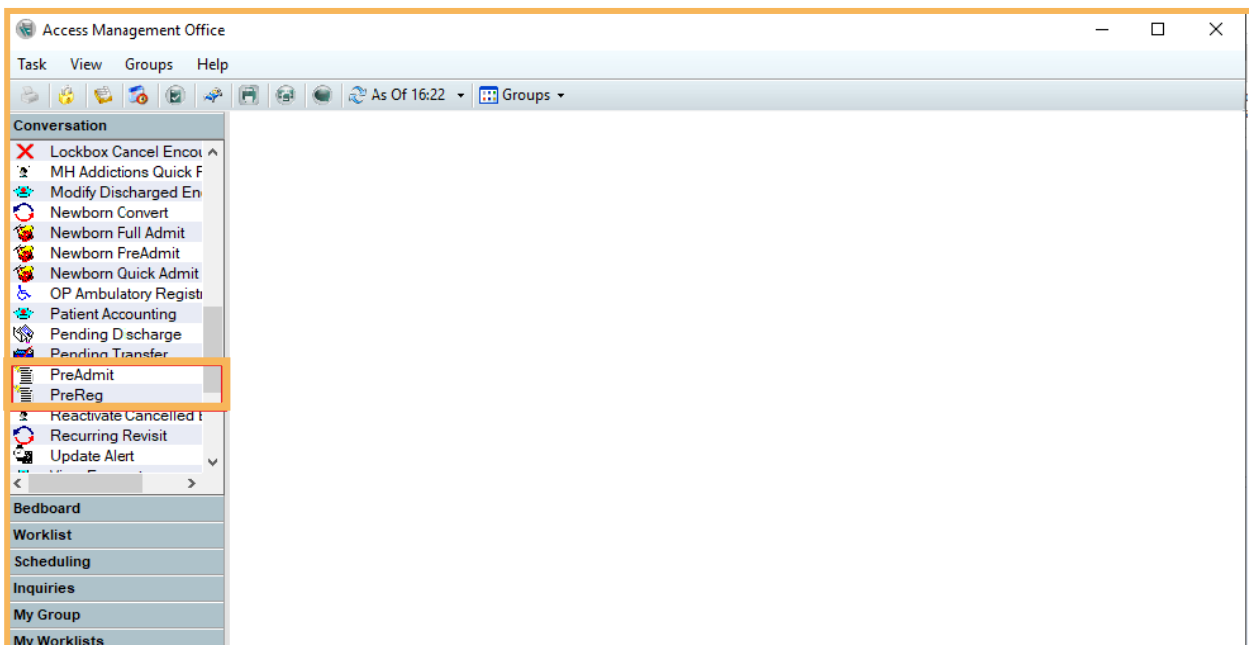


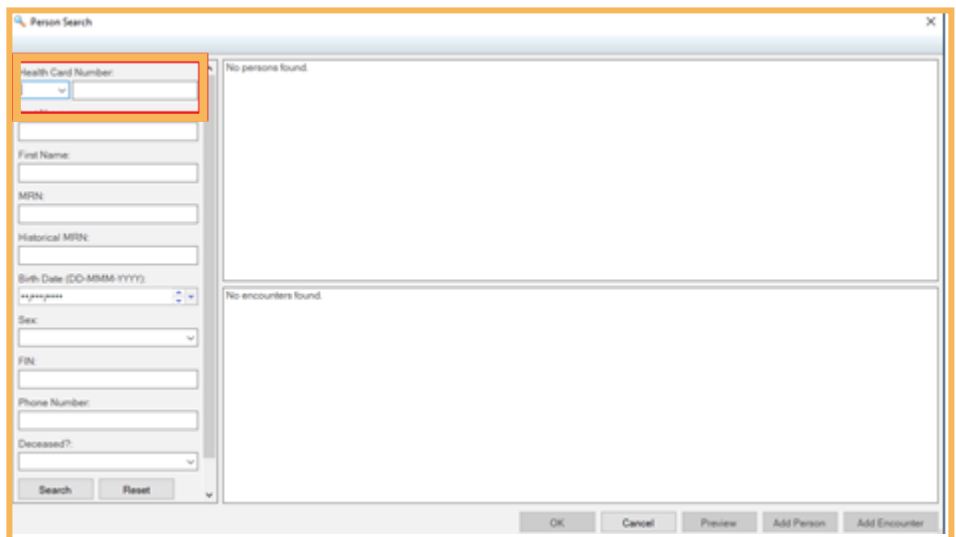
REGISTRATION CLERKS

This tip sheet provides the steps to verify information in the day surgery/pre-admit encounter

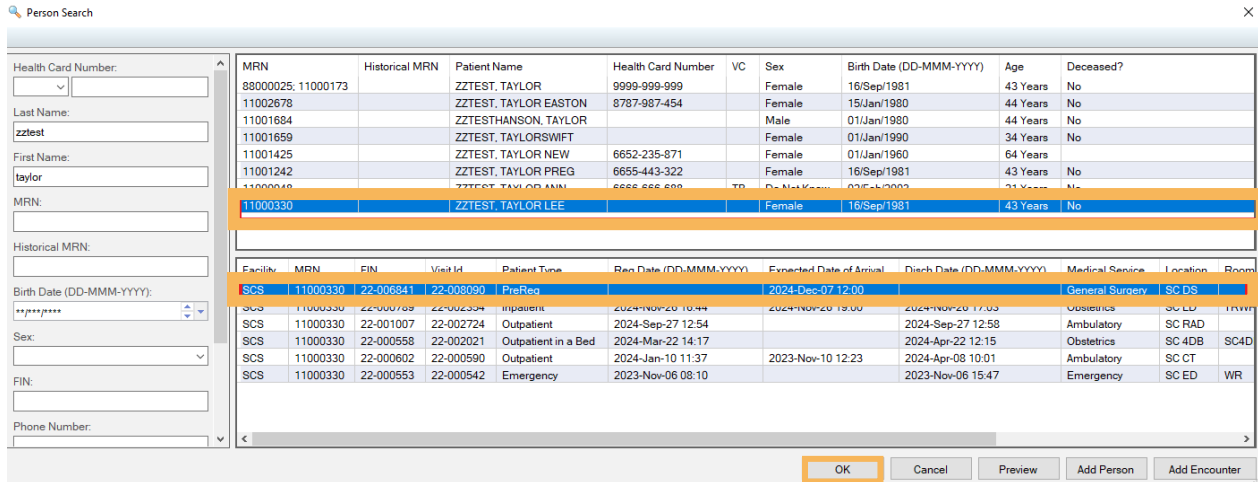
1. To open the scheduled day of surgery encounter, use the **PreReg** (for day surgery) or **PreAdmit** (for inpatient) conversation in Access Management Office.



2. Search for the Patient using the health card number if available, or First and Last name/DOB if health card is not available.



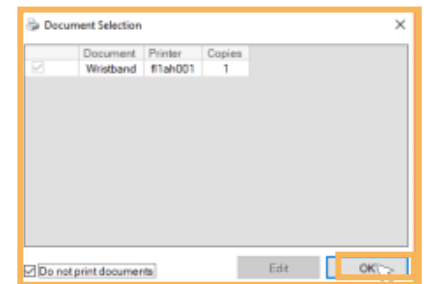
- In the top pane, select the correct patient, in the bottom pane select the scheduled day of surgery encounter and click **OK**.



MRN	Historical MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age	Deceased?
88000025, 11000173		ZZTEST, TAYLOR	9999-999-999		Female	16/Sep/1981	43 Years	No
11002678		ZZTEST, TAYLOR EASTON	8787-987-454		Female	15/Jan/1980	44 Years	No
11001684		ZZTESTHANSON, TAYLOR			Male	01/Jan/1980	44 Years	No
11001659		ZZTEST, TAYLORSWIFT			Female	01/Jan/1990	34 Years	No
11001425		ZZTEST, TAYLOR NEW	6652-235-871		Female	01/Jan/1960	64 Years	No
11001242		ZZTEST, TAYLOR PREG	6655-443-322		Female	16/Sep/1981	43 Years	No
11000016		ZZTEST, TAYLOR ANN	6666-666-666	TD	Do Not Know	03/Feb/0000	23 Years	No
11000330		ZZTEST, TAYLOR LEE			Female	16/Sep/1981	43 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	Room
SCS	11000330	22-006841	22-008090	PreReg		2024-Dec-07 12:00		General Surgery	SC DS	
SCS	11000330	22-000769	22-002304	Inpatient	2024-Nov-20 10:44	2024-Nov-20 19:00	2024-Nov-20 17:03	Obstetrics	SC ED	TRW
SCS	11000330	22-001007	22-002724	Outpatient	2024-Sep-27 12:54		2024-Sep-27 12:58	Ambulatory	SC RAD	
SCS	11000330	22-000558	22-002021	Outpatient in a Bed	2024-Mar-22 14:17		2024-Apr-22 12:15	Obstetrics	SC 4DB	SC4D
SCS	11000330	22-000602	22-000590	Outpatient	2024-Jan-10 11:37	2023-Nov-10 12:23	2024-Apr-08 10:01	Ambulatory	SC CT	
SCS	11000330	22-000553	22-000542	Emergency	2023-Nov-06 08:10		2023-Nov-06 15:47	Emergency	SC ED	WR

- Confirm demographics with patient and complete all required fields. Fill in additional insurance information if applicable and obtain requested accommodation. Click **OK**.
- Ensure "Do not print documents" is unselected, select appropriate document(s) from list and click **OK**.
- Log into Mobile eSignature iOS on the tablet.
- In the upper left tap "**search**".
- Fill in FIN for day of surgery and tap "**search**".
- Tap on correct patient
- Follow the rest of the ESig workflow and print a copy for the patient.



Document	Printer	Copies
<input checked="" type="checkbox"/>	Wristband #1ah001	1

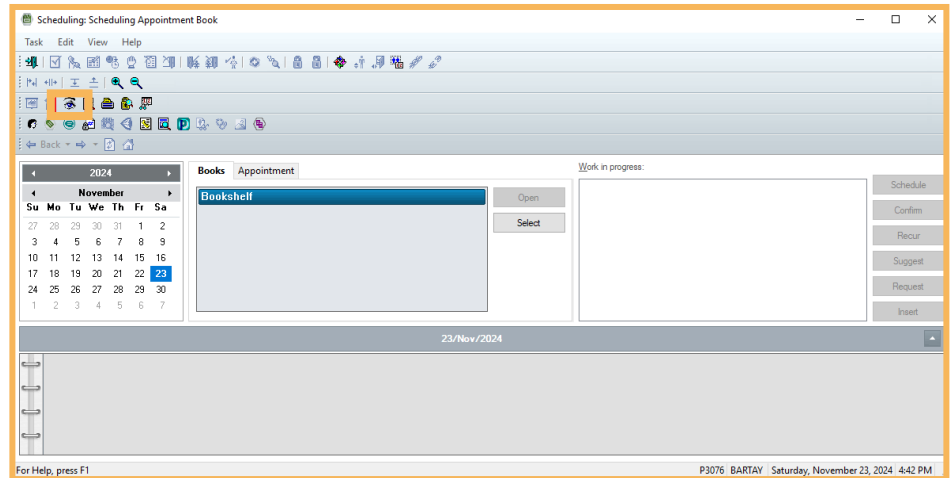
Do not print documents

Registering the Pre-op Appointment for today

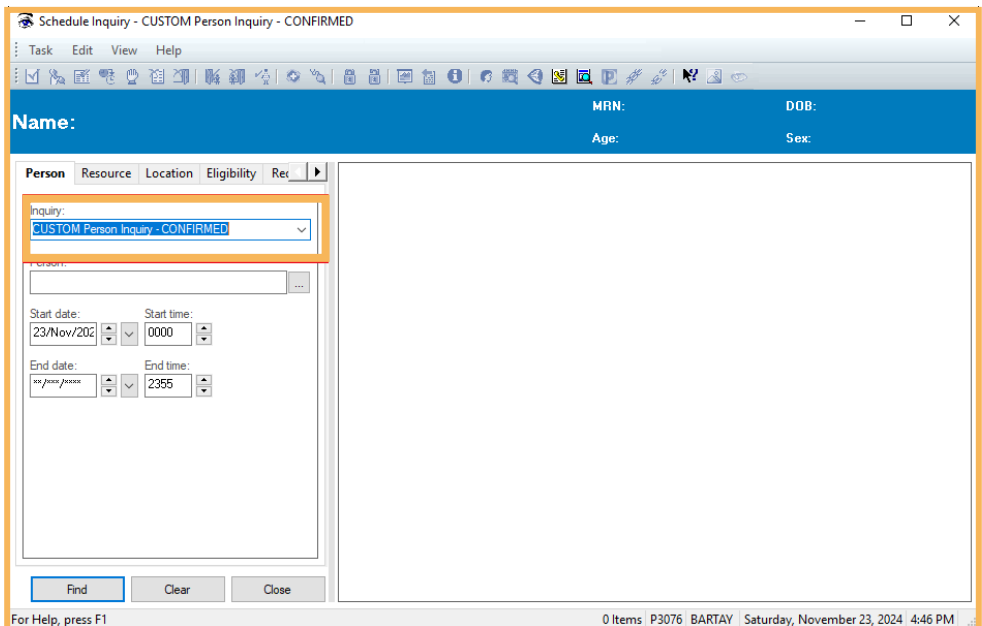
1. Log into **Scheduling Appointment Book**



2. Locate Patient via Appointment Inquiry. Left click on the **“eye in the sky”** icon.



3. Navigate to Person tab and select **“Custom Person Inquiry – Confirmed”**. Hit the three ellipses(dots) on the person line to search for patient.

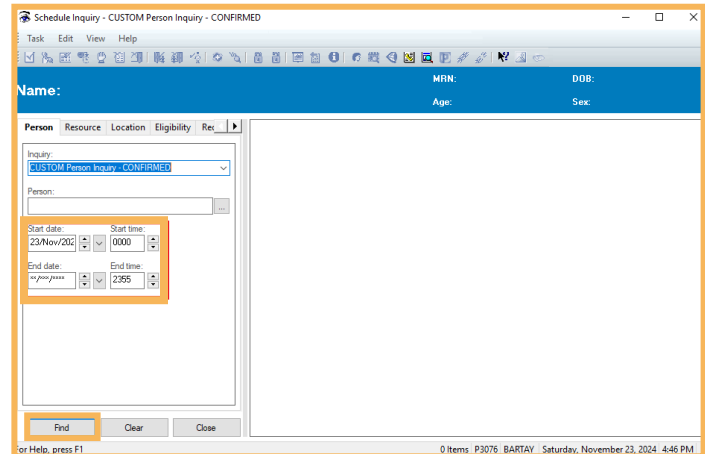


4. Search Patient by health card number

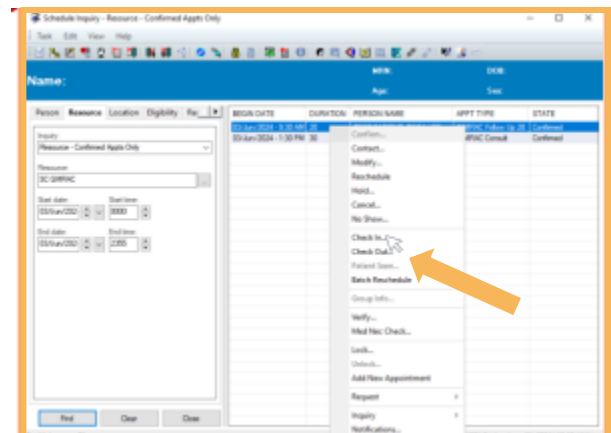
Confirm the patient, and click **OK**.

5. Select the correct date ranges and start/end times (only enter an end date/time if needed).

6. In your inquiry box, click **“Find”** in the bottom left.

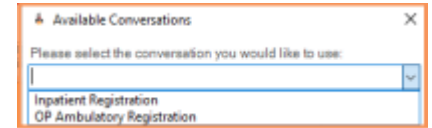


7. Right-click on the Appointment Type that needs to be Checked In. Select **“check in”**



8. Review appointment information and select **OK**.

9. An “**Available Conversations**” box will pop-up. From the drop-down menu, select the “**OP Ambulatory Registration**” conversation and click **OK**.



10. Confirm demographics if patient is present, otherwise fill out to the best of ability and click **OK**.

11. Document Selection box will open at the end of registration. Ensure “**Do not print documents**” is unselected, select appropriate document(s) and printer from list and click **OK**.

