PATIENT REGISTRATION

There are many different registration conversations, however users will only have access to those specific to their role.

	Add/Modify A Person	This conversation is used to add a patient or modify demographic information.
	Bed Swap	This conversation is used to complete a one-to-one bed swap between two patients on the same unit. This is only to be used if Capacity Management is unavailable.
	Bed Transfer	This conversation is used to transfer a patient from one bed to another within the same facility. This is only to be used if Capacity Management is unavailable.
	Cancel Bed Transfer	This conversation is used to cancel a bed transfer or facility transfer. This returns the patient to the previous location.
	Cancel Discharge	This conversation is used to cancel the discharge of an encounter that was done in error. This returns the patient to their previous location.

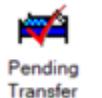|		
Cancel Encounter (icon)	Cancel Encounter	This conversation is used to cancel an encounter. This does not delete the encounter from the database. Rather, the encounter is marked as inactive on the encounter table. A front-end user is not able to access the encounter once it is canceled because it has been marked as inactive. Encounters can only be cancelled if there are no orders or notes against it. Since the encounter is not deleted from the database, it can be reactivated if needed – there is a separate conversation to do so. An encounter cannot be cancelled if there are any future appointments, active orders, clinical events, or any charges not credited attached to the encounter.
Cancel Leave ... (icon)	Cancel Leave of Absence	This conversation allows the user to cancel a patient's Leave of Absence.
Cancel Pending... (icon)	Cancel Pending Discharge	This conversation is used to cancel a pending discharge that may have been put on a patient.
Cancel Pendi... (icon)	Cancel Pending Transfer	This conversation is used to cancel a pending transfer that may have been put on a patient.
Clinical Phone Call (icon)	Clinical Phone Call	This conversation is used to document a clinical phone call with a patient. This is not the same as a scheduled telephone visit with a provider.
Discharge Encounter (icon)	Discharge Encounter	This conversation is used to discharge all encounter types.
Downtime ED Quick ... (icon)	Downtime ED Quick Reg	This conversation is only used following a downtime, by the ED department, as a quick and efficient way of getting the patient into the system and placing them on the FirstNet Tracking Board so prescribers can begin their treatment protocols.

	Downtime Inpatient Registration	This conversation is only used following a downtime, to register inpatients.
	Downtime Newborn Quick Admit	This conversation is only used following a downtime, by Women and Babies, to quickly create a record for a newborn on the tracking board. After searching for the mother, minimal additional information is entered.
	Downtime OP Ambulatory Registration	This conversation is only used following a downtime, to register unscheduled patients in ambulatory clinics.
	Downtime Women and Babies Quick Registration	This conversation is only used following a downtime, by Women and Babies, to quickly create a record for a patient and add them to their tracking board.
	ED Complete Registration	This conversation provides the ED registrars with a means to complete a registration that was entered as an ED Quick Registration.
	ED Quick Registration	This conversation provides the ED Triage Staff with a quick and efficient way to get the patient into the system and on to the FirstNet Tracking Board so prescribers can begin their treatment protocols. The quick registration must be followed up by the complete registration.
	ED to Inpatient	This Modify Only conversation is used to complete the process of moving a patient from the Emergency Department to a unit. When the ED Admit conversation completes, the patient is removed from all tabs except Recently Discharged. The disposition selected in the conversation displays in the Disposition column in the Recently Discharged tab.
	HIM	This conversation allows HIM staff to view an active or discharged encounter. Key date/time stamps are captured in this conversation.

Infection Control	Infection Control	This conversation is used by the Infection Control staff to update disease alerts. Notice that many fields such as demographic information are on this conversation in a display only mode. This allows the user to view the information, but does not give them the ability to change any of it.
Inpatient Registration	Inpatient Registration	This conversation allows full registrations/modifications of inpatient encounters.
Leave of Absence	Leave of Absence	This conversation allows the user to place a patient on, and return a patient from, a Leave of Absence.
MH Addictio...	MH Addictions Quick Reg	This conversation is for providers who see patients outside of a clinical space with no clerical support. It allows them to generate an encounter quickly so they can begin documentation.
Modify Discharg...	Modify Discharge	This conversation allows the user to modify a discharged encounter, such as discharge date/time and guarantor information.
Newborn Convert	Newborn Convert	This conversation converts a Newborn PreAdmit encounter into a fully admitted encounter. It is to be used once the baby has been born.
Newborn Full Admit	Newborn Full Admit	This conversation must be proceeded by the Newborn Quick Admit conversation. It completes the inpatient registration process for an encounter that was made using the Newborn Quick Admit conversation.
Newborn PreAdmit	Newborn PreAdmit	This conversation allows the users to prepare a newborn encounter for a labouring mom and begin documentation/orders as needed. This must be followed by the Newborn Convert conversation.

Newborn Quick Admit	Newborn Quick Admit	This conversation allows users to quickly create a newborn record so it can get onto the Women and Babies Tracking Board. This conversation starts by searching for the mother then entering minimal additional information. This must be followed by the Newborn Full Admit conversation.
OP Ambulator...	OP Ambulatory Registration	This conversation allows full registrations and/or modifications of full registrations for a Outpatient, Recurring, Referred, Day Surgery, Outpatient in a Bed, and Medical Day Care encounter types.
Patient Accounting	Patient Accounting	This conversation allows the user to modify insurance information and other financial details.
Pending Discharge	Pending Discharge	This conversation allows users to enter a pending discharge on the patient.
Pending Transfer	Pending Transfer	This conversation provides the nursing and bed monitors a way to communicate when a patient needs to be transferred. This allows bed control to assign the bed while the nursing staff completes the transfer. After the transfer is pended by bed control, the receiving unit completes the transfer using the Bed Transfer conversation. This is only to be used if Capacity Management is unavailable.
PreAdmit	PreAdmit	This conversation provides the ability to gather and verify minimum required information when booking an Inpatient Encounter or creating a non-scheduled Inpatient Encounter. This allows for the collection of minimum information when the encounter is fully registered.

PreReg	PreReg	This conversation provides the ability to gather and verify the minimum required information when booking an appointment or creating a non-scheduled encounter in the Outpatient workflow. This allows for the collection of minimum information when the encounter is fully registered.
Reactivate Cancelle...	Reactivate Cancelled Encounter	This conversation reactivates a cancelled encounter. Only certain positions have access to this conversation.
Recurring Revisit	Recurring Revisit	This conversation is used to create child encounters against a recurring parent encounter.
Update Alert	Update Alert	This conversation is used to add a Familiar Face or Violence process alert to a patient. This access is restricted to certain positions.
View Encounter	View Encounter	This conversation allows a user to view, but not modify, any information on any encounter. The conversation can be used for troubleshooting or to give access to person and encounter information to users who do not have security to enter or update any of this data.
WB Manage Family Rel...	WB Manage Family Relationships	This conversation allows HIM staff to quickly sever the relationship link between mother and baby in adoption or surrogacy scenarios. This conversation can also be used to re-establish or remove mother/baby links created in error.
WB Quick Registration	WB Quick Registration	This conversation has a minimal set of required fields and is used to quickly and efficiently add a person in labour to the tracking shell so that they can be triaged and prescribers can begin their treatment protocols.