

TODAY'S EXPECTED ARRIVALS HOSPITAL INFORMATION SYSTEM (HIS)

PATIENT REGISTRATION

Today's Expected Arrivals worklist generates a list of pre-registered encounters for a specified unit/clinic with today's date as the Estimated Arrival Date. This worklist is often generated daily by each clinic to ensure all pre-registered encounters are admitted/discharged/cancelled as per proper procedure, and minimizes the likelihood of hanging and duplicate encounters.

- 1. Open PM Office (also known as the Access Management Office) to begin.
- 2. Click on the Worklist.

Conversation	
Bedboard	
Worklist	
Scheduling	
Inquiries	

3. Double click on the Today's Expected Arrivals Worklist.

4. Select the **Facility Name** in the Filters window for the specified worklist and expand the Building and then select the specific Unit/Clinic.

5. Select the unit/clinics as required and click on Copy.

∼Facility Available:	* Selected:	Skip
HDS HDS TO SCS	Copy > Select All	

1	Accommodation Mismatch
	Deceased Patients ED and Inpatient
	Deceased Patients PreReg/Recur Encntrs
崖	Discharged Incomplete ED Registrations
111	Display in Directory - Unverified
	Duplicate HCN
	ED - Active Incomplete Registrations
1	eSignature - Follow-Up List
	Incomplete Admissions
1	Incomplete Outpatient Registrations
	Incomplete Registrations
E	Incomplete WB Registrations
	Interpreter Required
111 TH	Leave of Absence
	Miscellaneous Health Plans
	Missing Preferred Accommodation
	NB Pre Registrations
	Non-Ohip Patients (New Version)
	OHIP Expiring Health Cards (LTC)
E	Outpatient In A Bed - Not Discharged
	Past Due Arrivals
	Pending Transfers
	PreAdmits
	Recurring - Reviewed > 120 Days Ago
1.h	0.10.10
	Today's Expected Arrivals
<u>\$</u>	Unavailable Physicians

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5. Right-click on the corresponding person's record and select the appropriate registration conversation for the encounter type (e.g. OP Ambulatory Registration).

	Patient	PreReg'd	Est Arrival Dt/Tm	Encounter Type	Appt Type	Appt Lo
	NOVARITEST, ENDOSEVEN	Complete	2024-Oct-29 07:55	PreReg	Endoecony	SUS E
2	TEST, VICTORIA	Complete	2024-Oct-29 08:00	PreReg	Inpatient Registration	
2	ZZTEST, OREO		2024-Oct-29 08:00	PreReg	OP Ambulatory Registratio	n l
2	TEST, VICTORIA	Complete	2024-Oct-29 10:00	PreReg		
2	TEST, VICTORIA	Complete	2024-Oct-29 11:20	PreReg	Encounter Summary	
2	SCHED, KATIE	Complete	2024-Oct-29 12:40	PreReg	Refresh Change filters	
2	TEST, VICTORIA	Complete	2024-Oct-29 13:15	PreReg		
2	ROADSHOWDRY, SURGERYTEST	Complete	2024-Oct-29 14:00	PreReg		
2	ROADSHOWDRY, OBGYNETEST	Complete	2024-Oct-29 14:35	PreReg	Export to File	
2	ROADSHOWDRY, RADTEST	Complete	2024-Oct-29 15:00	PreReg		
					Cancel	

6. Complete the registration conversation filling in all highlighted areas. You will be required to fill in required fields on each tab. Once the registration is complete, the encounter will fall off of the worklist.

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