

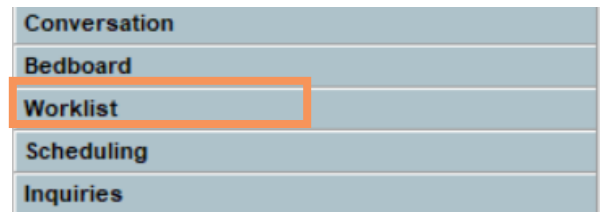


## TODAY'S EXPECTED ARRIVALS HOSPITAL INFORMATION SYSTEM (HIS)

### 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**.



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**.



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	PreReq	Endoscopy	SOS E
TEST, VICTORIA	Complete	2024-Oct-29 08:00	PreReq		
ZZTEST, OREO		2024-Oct-29 08:00	PreReq		
TEST, VICTORIA	Complete	2024-Oct-29 10:00	PreReq		
TEST, VICTORIA	Complete	2024-Oct-29 11:20	PreReq		
SCHED, KATIE	Complete	2024-Oct-29 12:40	PreReq		
TEST, VICTORIA	Complete	2024-Oct-29 13:15	PreReq		
ROADSHOWDRY, SURGERYTEST	Complete	2024-Oct-29 14:00	PreReq		
ROADSHOWDRY, OBGYNTEST	Complete	2024-Oct-29 14:35	PreReq		
ROADSHOWDRY, RADTEST	Complete	2024-Oct-29 15:00	PreReq		

Inpatient Registration

**OP Ambulatory Registration**

Encounter Summary

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Refresh

Change filters...

Export to File

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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.