

### QUICK REGISTRTION

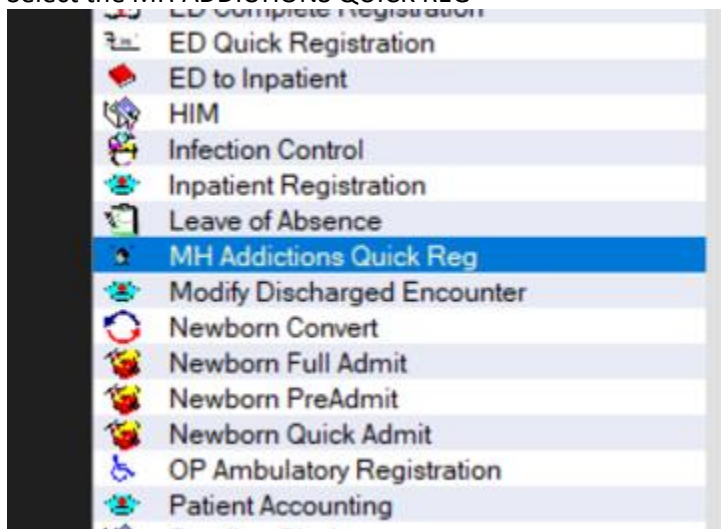
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#### What is Quick Reg?

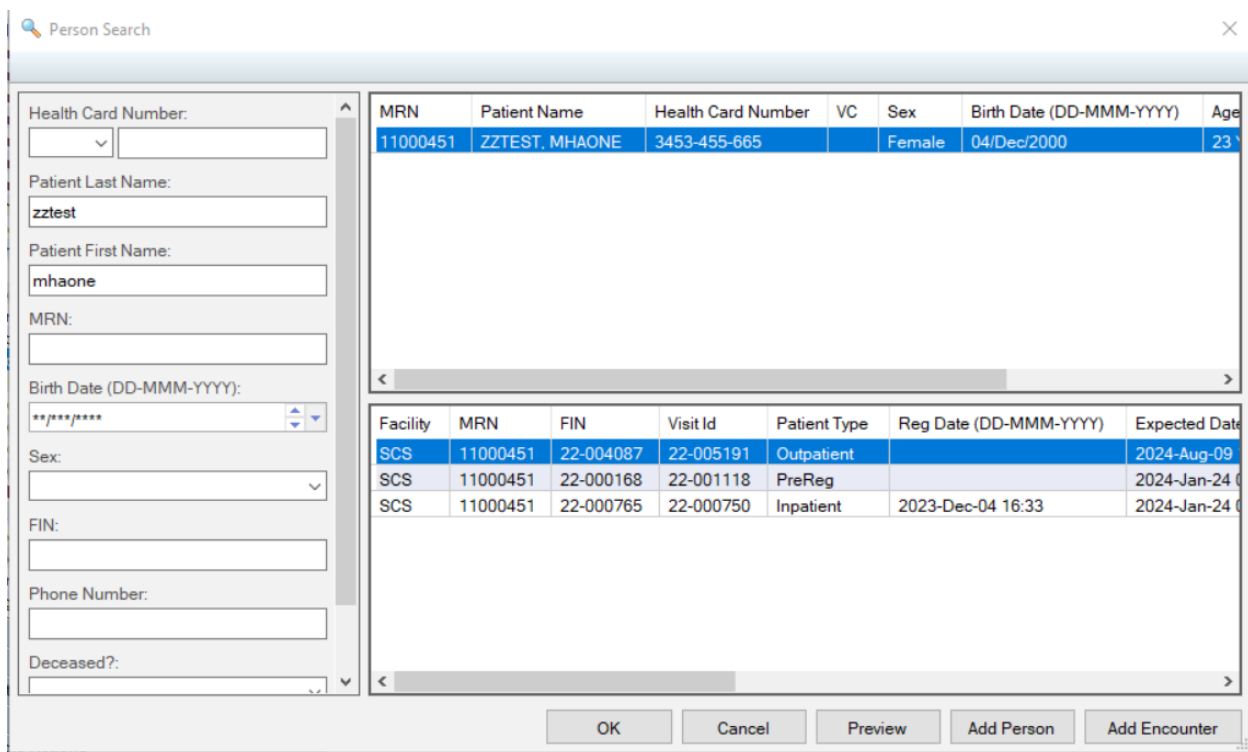
Quick Reg is the first step to get a patient registered and into the system. Once a patient is quick registered, a 'chart' is created/accessible to place orders.

#### How to do MH Addictions Quick Reg?

1. Log into citrix and AppBar with your username and password
2. For Registration, select Access Management Office (our preference) or Conversation Launcher
3. Select the MH ADDICTIONS QUICK REG



4. This will open the Person Search box. Enter your patient's first and last name in the appropriate fields. Hit enter on keyboard to search. If you're creating a new test patient select **Add Person**, if your patient already has visits, make sure the correct patient is selected in the top pane and select **Add Encounter**. If registering a pre-registered encounter on an existing patient, select the correct encounter in the bottom pane and select **OK**



MRN	Patient Name	Health Card Number	VC	Sex	Birth Date (DD-MMM-YYYY)	Age
11000451	ZZTEST, MHAONE	3453-455-665		Female	04/Dec/2000	23

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date
SCS	11000451	22-004087	22-005191	Outpatient		2024-Aug-09
SCS	11000451	22-000168	22-001118	PreReg		2024-Jan-24
SCS	11000451	22-000765	22-000750	Inpatient	2023-Dec-04 16:33	2024-Jan-24

- You will be prompted to select a facility, you can type the first letter of the desired hospital and hit enter on your keyboard. You can also simply input an \* to see the full list of sites. Click **OK**.



Select the facility and/or client to which the encounter should be registered.

Facility Name | Facility Alias

s

- St. Catharines - Sensitive
- St. Catharines Site

Facility:

OK Cancel



# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

- MH Addictions Quick Reg window is now open. Navigate through all required fields (highlighted yellow) on every tab (the tab key works). Once registration is complete, click OK. If all required fields are completed, the conversation will file. If not, you will see a dialogue box that will bring you to the missing field if you click **OK**.

The screenshot shows the 'MH Addictions Quick Reg' window with the following fields and values:

- Images:** Last Name: ZZTEST, First Name: ADDICTIONSONE, Middle Name: , Preferred First Name: , Previous Last Name:
- Personal Information:** Previous First Name: , What was your sex assigned at birth: [dropdown], What is your current sex: [dropdown], What pronoun(s) do you use?: [dropdown], Birth Date (DD-MMM-YYYY): [dropdown], Age: [dropdown]
- Medical Record Number:** FIN: [dropdown]
- Provincial Health Card Information:** Health Card Available?: Yes, Health Card Number: ON [dropdown], Version Code: [dropdown], Health Card Expiry Date: [dropdown], HCV Response Code: [dropdown], Visit Response Code: [dropdown], Visit Validation Date: [dropdown]
- Location:** Facility: SCS, Building: SCS, Inpatient/Ambulatory Unit: [dropdown], Unit Description: [dropdown]
- Encounter Information:** Previous Encounter Type: [dropdown], Encounter Type: [dropdown], Service: Mental Health Addictions, Reason For Visit: [dropdown]
- Other Fields:** Display In Directory?: Yes, Encounter Flag: [dropdown], Attending Provider: [dropdown]
- Registration Details:** Registration Date: 04/Oct/2024, Registration Time: 09:17, Registration User ID: NHSREGSCHDECLERK01

Buttons: OK, Cancel

System Status: Ready | NHSREGSCHDECLERK01 | C3076 | 04/Oct/2024 | 09:38

Note: Depending on where HepC service is taking place , registration will need to be reflected as such. WMS will always be SCS . (SCS-St. Catherines, NFS-Niagara Falls, WS-Welland will need to reflect as shown below.

- SCS Withdrawal Management Clinic

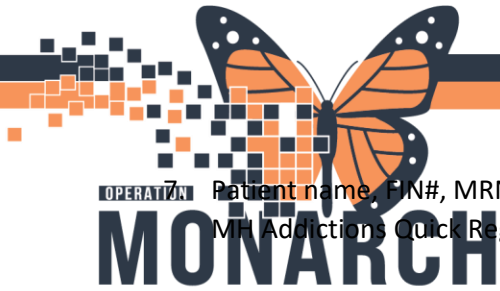
The screenshot shows the 'MH Addictions Quick Reg' window with the following fields and values:

- Location:** Facility: SCS, Building: SCS, Inpatient/Ambulatory Unit: SC MHAWM, Unit Description: SCS Withdrawal Management-We..., Room: [dropdown], Bed: [dropdown]
- Encounter Information:** Previous Encounter Type: [dropdown], Encounter Type: Outpatient in a Bed, Service: Mental Health Addictions, Reason For Visit: [dropdown]

- SCS HepC Clinic

The screenshot shows the 'MH Addictions Quick Reg' window with the following fields and values:

- Location:** Facility: SCS, Building: SCS, Inpatient/Ambulatory Unit: SC HEPC, Unit Description: SCS Hepatitis C Clinic
- Encounter Information:** Previous Encounter Type: [dropdown], Encounter Type: Outpatient, Service: Mental Health Addictions, Reason For Visit: [dropdown]



OPERATION

Patient name, FIN#, MRN# and Visit Id is populated in a window. Click OK.

MH Addictions Quick Reg is completed

# TIP SHEET

## HOSPITAL INFORMATION SYSTEM (HIS)

