QUICK REGISTRTION

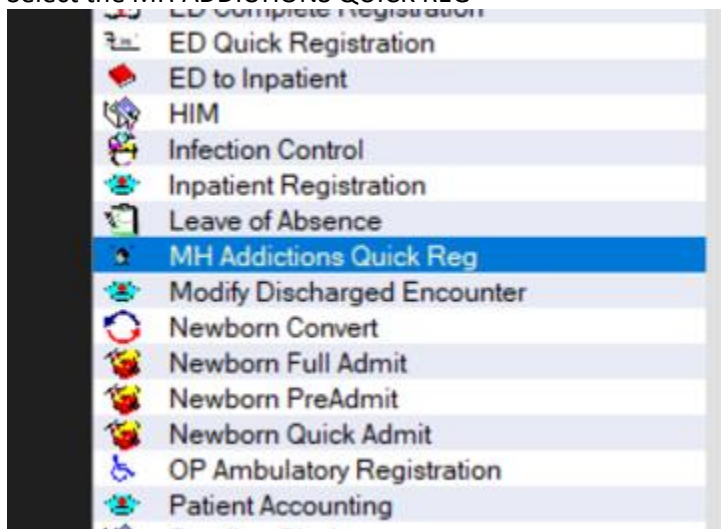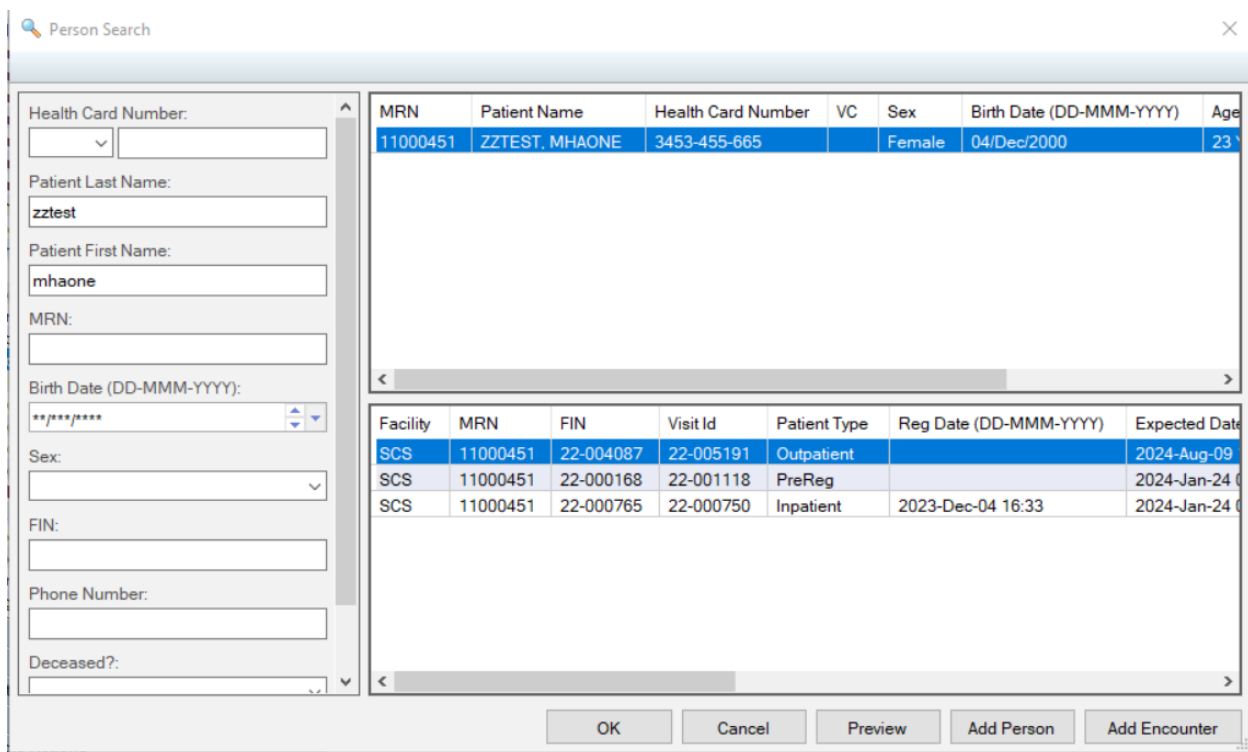**What is Quick Reg?**

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**

5. 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.**

6. 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.**

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.
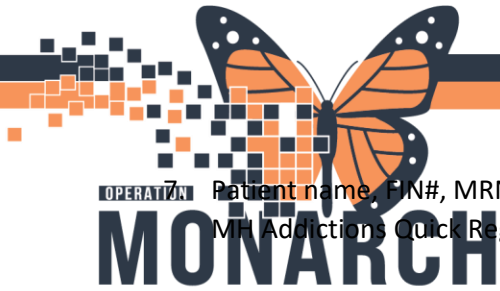
- SCS Withdrawal Management Clinic

- SCS HepC Clinic

7. Patient name, FIN#, MRN# and Visit Id is populated in a window. Click OK.
MH Addictions Quick Reg is completed

MH Addictions Quick Reg   ✕

The following St. Catharines Site aliases have been assigned for ZZTEST,
MHATESTV:

MRN: 11054284
FIN: 22-005475
Visit Id: 22-006647

OK